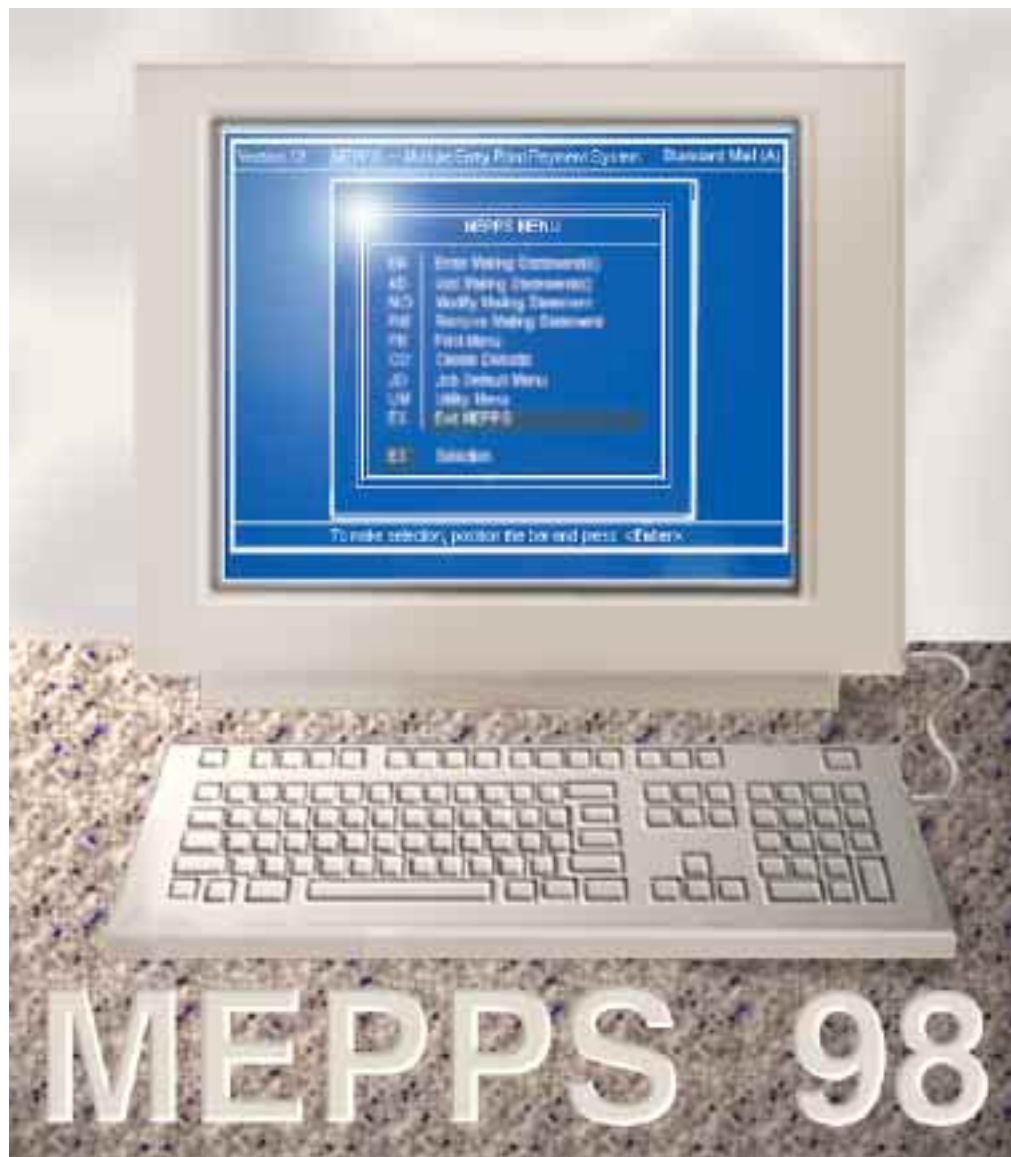


## Multiple Entry Point Payment System Standard Mail (A)



## MEPPS Mailer Guide

ADDRESS MANAGEMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

---

## TABLE OF CONTENTS

### **Section 1**

Introduction .....	1
System Overview .....	1

### **Section 2**

Installation .....	3
Starting MEPPS .....	3
Selecting an Option from a Menu .....	4
Moving from Field to Field .....	4
Moving from Screen to Screen .....	4

### **Section 3**

Enter Postage statement(s) .....	5
----------------------------------	---

### **Section 4**

Add Postage Statement(s) .....	27
--------------------------------	----

### **Section 5**

Modify Postage Statement .....	29
--------------------------------	----

### **Section 6**

Remove Postage Statement .....	31
--------------------------------	----

### **Section 7**

Print Menu .....	35
Consolidated Postage Statement .....	35
Register of Mailing .....	43
Individual Postage Statement .....	49

### **Section 8**

Create Diskette .....	53
Labeling Diskettes .....	58

### **Section 9**

Job Default Menu .....	59
Create Default .....	60
Modify Default .....	62
Delete Default .....	63

### **Section 10**

Utility Menu .....	67
Modify Job Data .....	68
Select Printer .....	70

### **Section 11**

Exiting MEPPS to DOS .....	73
----------------------------	----

### **Appendix**

A: Import Problem Report Error Types and Descriptions .....	75
B: Fixed-Length Record Conversion Problem Report Error Types .....	85

## **Introduction**

The Multiple Entry Point Payment System (MEPPS) aids the USPS and the mailing industry in the conversion from manual processing of postage statements to an electronic data interchange (EDI) form of processing.

MEPPS is designed to expedite generation of postage statement information from the mailer to the Detached Mail Unit (DMU) and to assist USPS personnel in DMUs performing tasks related to verification. Using MEPPS does not supersede *Domestic Mail Manual* (DMM) requirements, but it provides both the mailer and the USPS with an alternative to hard copy individual postage statements and registers associated with drop shipment.

## **System Overview**

MEPPS is used exclusively by large mailers having DMUs with USPS personnel on site. Mailers can use MEPPS to enter, modify, delete, and print required postage statements (in a format similar to PS Form 3602). When mailers are satisfied with the accuracy of the postage statements, diskettes are created with the contents of those postage statements for each job or mailing cycle entered during a 24-hour period. Mailers can forward the diskettes to USPS personnel in the DMU along with a signed consolidated postage statement.

USPS personnel use MEPPS software to copy information from the diskettes to the personal computer. The MEPPS import function edits diskettes for validity (e.g. valid ZIP Code, accuracy of the postage rates, etc.). USPS personnel print one or more individual postage statements to facilitate verification, and a register is generated that itemizes the information from all postage statements from the diskettes. A history of all importing activity is kept for a specified period of time.

After the mailing has been verified and dispatched, USPS personnel will close out a USPS job number. Once the job number is closed out, the number and all associated information are archived and removed from the active database.

## Installation

To install MEPPS,

1. Return to the DOS A:\ or B:\ prompt, and place the installation diskette into the drive.
2. Type **Install**, press <Enter> to display the installation screens, and follow the prompts.

*Note:* Be sure to press <Enter> after you have answered each prompt.

3. When the following prompt—"Update AUTOEXEC.BAT 'PATH' statement <Y/N>? N"—appears, press <Enter> to accept the default of **No**.
4. Press <Esc> to exit the installation software.
5. The message—"MEPPS installation complete. Please reboot." —appears. Reboot your computer by pressing the hardware reset button.

## Starting MEPPS

1. At the DOS prompt, type **MEPPS** and press <Enter>. The MEPPS Title screen appears (see Figure 2.1).

*Note:* Be sure the printer is on-line and ready for use before starting MEPPS.

2. Press any key to display the MEPPS Menu (see Figure 2.2 on the next page).

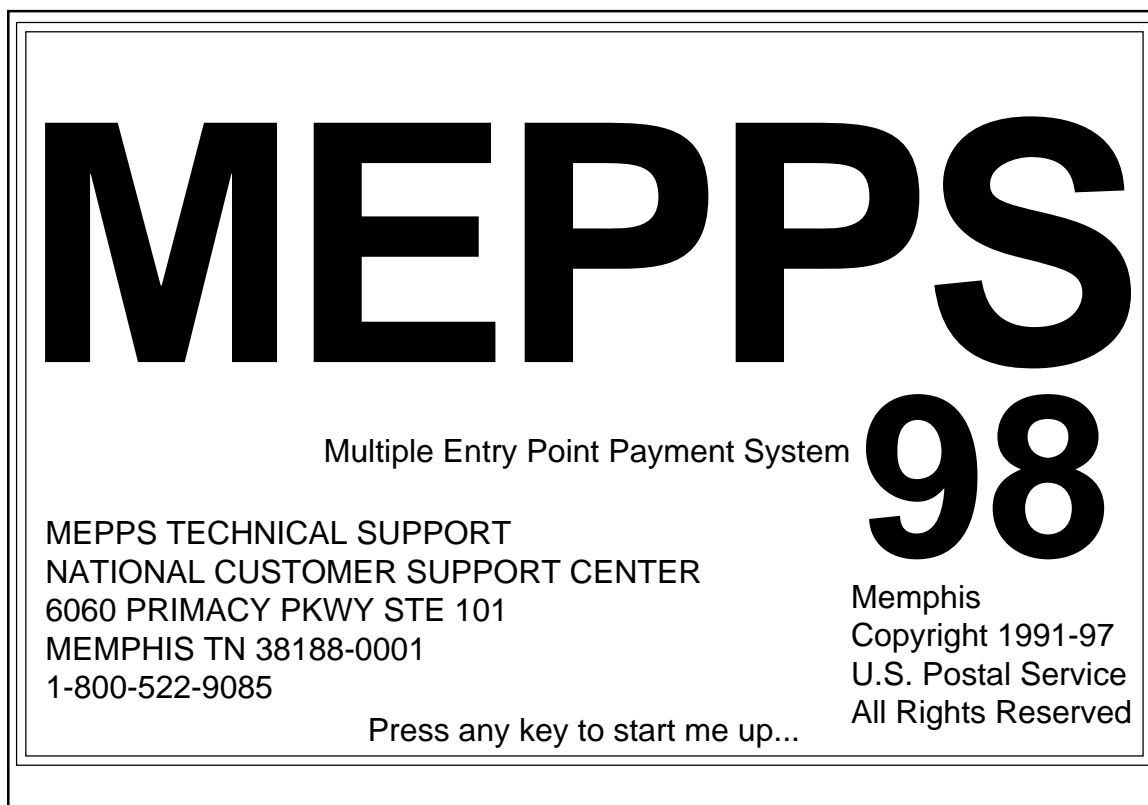


Figure 2.1—The MEPPS Title Screen

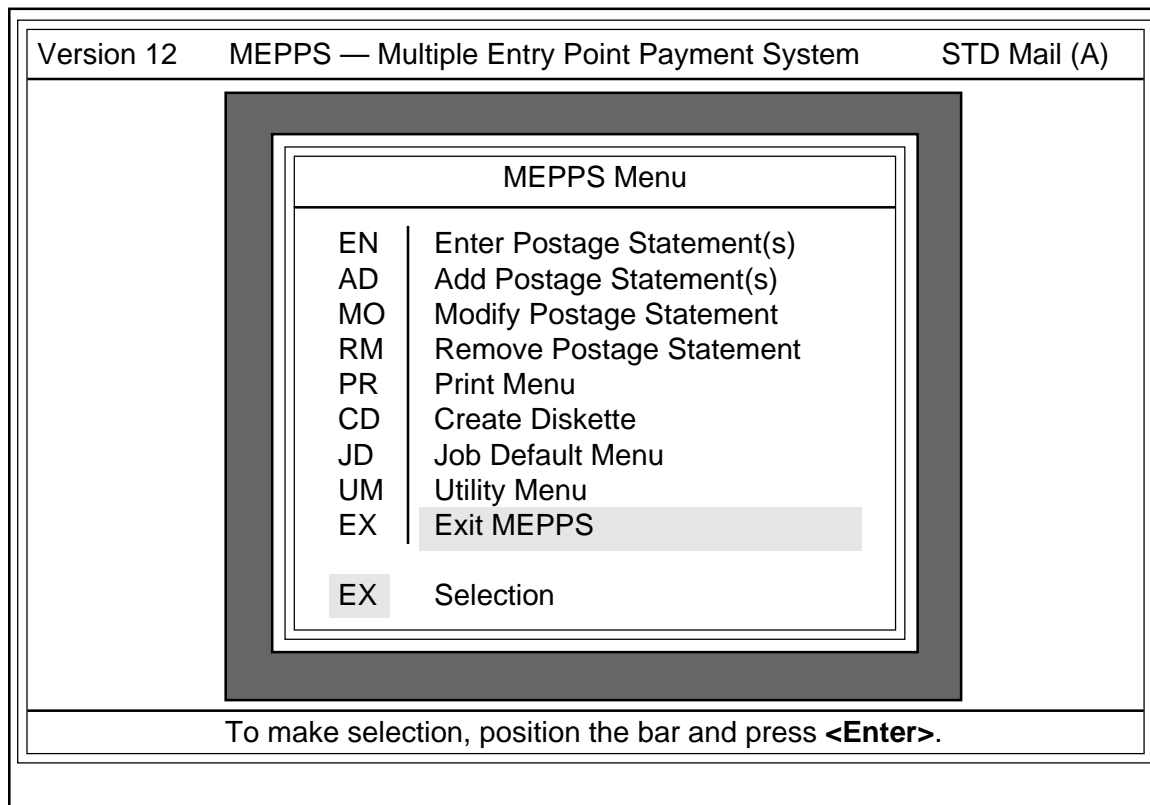


Figure 2.2—The MEPPS Menu Screen

### Selecting an Option from a Menu

Use the <Up> and <Dn> arrows to highlight the desired option and press <Enter>.

### Moving from Field to Field

Use the <Tab> and <Shift> keys to move from field to field on a screen. Press <Tab> to move forward, and press <Shift> and <Tab> simultaneously to move backward.

### Moving from Screen to Screen

Press <PgDn> to move to the next screen.

**Note:** If you made an error during entry, a message describing the error is displayed at the bottom of the screen. You must correct the error before moving to the next page (screen).

The message “Press <PgDn> for next page or <PgUp> for previous page” is displayed only if you have selected one of the following options:

- Enter Postage Statement(s) (EN)
- Modify Postage Statement (MO)
- Add Postage Statement(s) (AD)

## Enter Postage Statement(s)

This option enables mailers to enter postage statement information into MEPPS and begin processing.

To use the Enter Postage Statement(s) option,

1. Return to the MEPPS Menu.
2. Press the <Up> and <Dn> arrows to highlight **EN—Enter Postage Statement(s)** and press <Enter> (see Figure 2.3 ).

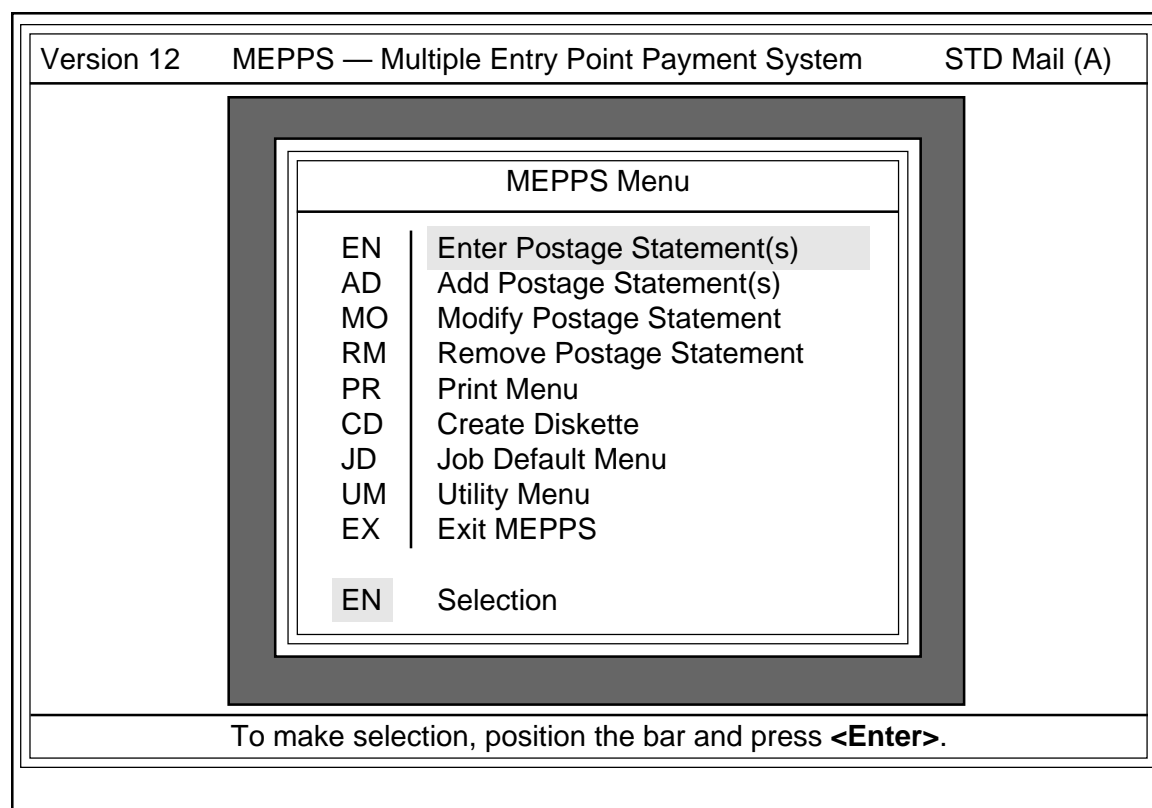


Figure 3.1—The MEPPS Menu Screen

The Job Default screen appears (see Figure 3.2 on the next page).

**Note:** For additional information on the Job Default option, including creating, modifying, and deleting a job default, see Section 7 of this user guide.

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; padding: 10px; margin: 20px auto; width: 60%;"><div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 5px;">Job Default</div><div style="border: 1px solid black; padding: 5px;">Permit Number:</div></div>		
Press <b>&lt;Enter&gt;</b> to continue.		
Esc:EXIT		F5: LIST

Figure 3.2—The Job Default Screen

You have the following options:

1. If you are entering a postage statement for a new permit number, or if you have not created a job default for the permit number, press **<Enter>**. The Statement of Postage screen appears (see Figure 3.3).
2. If you previously created a job default for the permit number of the postage statement you are entering, you have the option of using the job default. Type the permit number and press **<Enter>**. The Statement of Postage screen appears).

If you do not know the permit number, press **<F5>** to display a list of all existing permit numbers with job defaults. Use the **<Up>** and **<Dn>** arrows to highlight a permit number and press **<Enter>**. The selected permit number is displayed. Press **<Enter>** to continue. The Statement of Postage screen appears.

MEPPS — Statement of Postage		1 of 6 PS Form 3602
Form Type (Select only one – Type <X> to select)		
Statement of Postage with Permit Imprints – Regular Rates (3602–R)		
Statement of Postage with Permit Imprints – Nonprofit Rates (3602–N)		
Statement of Postage with Postage Affixed – Regular Rates (3602–PR)		
Statement of Postage with Postage Affixed – Nonprofit Rates (3602–PN)		
USPS Job Number		
Job Description		
Post Office of Mailing		
Permit Number		
Permit Holders Name & Address (Include ZIP Code)		
Press <PgDn> for next page.		
Esc:EXIT	F6:DEFAULT	F8:SAVE

Figure 3.3—The Statement of Postage (1 of 6) Screen

Table 3.1 on the following page contains a list and description of the Statement of Postage (page 1 of 6) field names.



### Section 3

---

Table 3.1—Statement of Postage (1 of 6) Field Names and Descriptions

Field Name	Field Description
Form Type (Select only one) Statement of Postage with Permit Imprints – Regular Rates (3602–R) Statement of Postage with Permit Imprints – Nonprofit Rates (3602–N) Statement of Additional Postage – Regular Rates (3602–PR) Statement of Additional Postage – Nonprofit Rates (3602–PN)	Identifies the form type (based on PS Form 3602). Valid form types include: PS Form 3602–R: Regular Rates PS Form 3602–N: Nonprofit Rates PS Form 3602–PR: Regular Rates PS Form 3602–PN: Nonprofit Rates
USPS Job Number	Identifies the job number assigned by the mailer.
Job Description	Identifies the job.
Post Office of Mailing	Identifies the city, state, and ZIP+4 Code of the DMU.
Permit Number	Identifies the permit number.
Permit Holder’s Name & Address (Include ZIP Code)	Identifies the permit holder’s name, address, city, state and ZIP Code.

After you enter the information, press <PgDn> to move to the next page. Page 2 of 6 of the Statement of Postage is displayed (see Figure 3.4). If an error occurred during data entry, the red status bar displays a message describing the error. You must correct the error before moving to the next page.

MEPPS — Statement of Postage		2 of 6
		PS Form 3602
Permit Holder's Telephone Number		
Name & Address of Individual or Organization for Which Mailing is prepared		
Name & Address of Mailing Agent (if other than permit holder)		
Processing Category (DMM C050/C820) (Select only one — Type <X> to select) Letters Flats Irregular Parcels Outside Parcels Machinable Parcels		
Press <PgDn> for next page or <PgUp> for previous page.		
Esc:EXIT		F8:SAVE

Figure 3.4—The Statement of Postage Screen (2 of 6).

**Note:** Once you select a processing category, you have the option of pressing <F6> **DEFAULT** to save a default copy of the first two pages of the MEPPS Statement of Postage.

Table 3.2 on the next page contains a list and description of the Statement of Postage field names.

### Section 3

---

Table 3.2—Statement of Postage (2 of 6) Field Names and Descriptions

Field Name	Field Description
Permit Holder's Telephone Number	Identifies the telephone number of the permit holder.
Name & Address of Individual or Organization for Which Mailing is Prepared	Identifies the name, address, city, state, and ZIP+4 Code of the individual or organization for which the mailing has been prepared (if other than the permit holder).
Name & Address of Mailing Agent	Identifies the name and address of the mailing agent (if other than the permit holder).
Processing Category (DMM C050/C820) (Select only one.) Letters Flats Irregular Parcels Outside Parcels Machinable Parcels	Identifies the processing category specified in DMM C050/C820. These categories are based on the physical dimensions of the mailpiece. Valid categories include: Letters Flats Irregular Parcels Outside Parcels Machinable Parcels

After you enter the information, press <PgDn> to move to the next page. Page 3 of 6 of the Statement of Postage is displayed (see Figure 3.5). If an error occurred during data entry, the red status bar displays a message describing the error. You must correct the error before you can move to the next page.

MEPPS — Statement of Postage		3 of 6 PS Form 3602
Statement Description		
Number of Sacks	5	
Number of Trays	4	
Number of Pallets	1	
Number of Other	1	
Automation Compatible (DMM C820)	0	(Type <0 - 9> or <F> or <F1:Help>)
Identical Piece Weight	(Type <X> or <M> to select)	
Non-Identical Piece Weight	(Type <A>, <B>, <C>, <D>, <M> to select)	
Must select either <Identical> or <Non-Identical> Piece Weight.		
Esc:EXIT		F8: SAVE

Figure 3.5—The Statement of Postage Screen (3 of 6).

When filling out this portion of PS Form 3602, the second half of the screen will differ depending on whether or not you select **Identical Piece Weight** or **Non-Identical Piece Weight**.

If you select Identical Piece Weight, the screen in Figure 3.6 on the next page appears.

### Section 3

MEPPS — Statement of Postage		3 of 6 PS Form 3602	
Statement Description			
Number of Sacks	10		
Number of Trays	20		
Number of Pallets	30		
Number of Other	40		
Automation Compatible (DMM C820)		0 (Type <0 - 9> or <F> or <F1:Help>)	
Identical Piece Weight		X (Type <X> or <M> to select)	
Non-Identical Piece Weight		(Type <A>, <B>, <C>, <D>, <M> to select)	
PART	Weight of a Single Piece	Total Pieces in Mailing	Total Weight of Mailing
B			
Press <PgDn> for next page or <PgUp> for previous page.			
Esc:EXIT		F8: SAVE	

Figure 3.6—Statement of Postage If Identical Piece Weight is Chosen Screen.

**Note:** Depending on the value of the Automation Compatible field, if <M> is chosen for Multipart in either the Identical Piece Weight or Non-Identical Piece Weight fields, the software will automatically display the proper number of quadrants. In addition, the weight of a single piece entered by the user will determine the quadrant(s). An <F> entered in the Automation Compatible field indicates that all four quadrants are needed (see Figures 3.7A and B). See Figure 3.10A and 3.10B for an example of mailings using three parts and all four parts

Table 3.3 on the page 16 contains a list and description of the Statement of Postage (3 of 6) field names.

MEPPS — Statement of Postage		3 of 6 PS Form 3602	
Statement Description			
Number of Sacks			
Number of Trays	30		
Number of Pallets			
Number of Other			
Automation Compatible (DMM C820)		0 (Type <0 - 9> or <F> or <F1:Help>)	
Identical Piece Weight		M (Type <X> or <M> to select)	
Non-Identical Piece Weight		(Type <A>, <B>, <C>, <D>, <M> to select)	
PART	Weight of a Single Piece	Total Pieces in Mailing	Total Weight of Mailing
B			
D			
Press <PgDn> for next page or <PgUp> for previous page.			
Esc:EXIT		F8: SAVE	

Figure 3.7A—Statement of Postage Screen (Parts B &amp; D).

MEPPS — Statement of Postage		3 of 6 PS Form 3602	
Statement Description			
Number of Sacks	10		
Number of Trays	20		
Number of Pallets	30		
Number of Other	40		
Automation Compatible (DMM C820)		F (Type <0 - 9> or <F> or <F1:Help>)	
Identical Piece Weight		M (Type <X> or <M> to select)	
Non-Identical Piece Weight		(Type <A>, <B>, <C>, <D>, <M> to select)	
PART	Weight of a Single Piece	Total Pieces in Mailing	Total Weight of Mailing
A			
B			
C			
D			
Press <PgDn> for next page or <PgUp> for previous page.			
Esc:EXIT		F8: SAVE	

Figure 3.7B—Statement of Postage Screen (Parts A, B, C, &amp; D).

### Section 3

Table 3.3—Statement of Postage (3 of 6) Field Names and Descriptions

Field Name	Field Description
Statement Description	Identifies the job. Maximum of 20 characters. Not required.
Number of Sacks Number of Trays Number of Pallets Number of Other	Identifies the number of sacks, trays, pallets, or other mail container types. Use <Tab> to move to the appropriate mail container type(s) and type the number in each category.
Automation Compatible (DMM C810)	Identifies whether the mailpiece can be read by an OCR. The selections (0-9) are combinations of mailings that you may have. If you need to see these selections, press <F1>. Selecting <F> indicates that mailing is going to all four parts or quadrants on a single 3602.
Identical Piece Weight (Type <X> or <M>)	Establishes that the mailing consists of identical piece weights in either single or multipart quadrants.
Non-Identical Piece Weight (Type <A>, <B>, <C>, <D> <M>) (<M> constitutes multipart)	Establishes that the mailing consists of non-identical piece weights. Identifies the part (or quadrant) of PS Form 3602 to which the mailing is assigned, according to the processing category (e.g., part B of PS Form 3602-R is for nonautomation-compatible pieces that are 0.2068 lbs. or less).
Avg. Weight of a Single Piece	Identifies the average weight of a single piece for a Non-Identical Piece Weight mailing.
Weight of a Single Piece	Identifies the weight of a single piece (less than one pound).
Total Pieces in Mailing	Identifies the total number of pieces in the mailing.
Total Weight of Mailing*	Identifies the total number of pounds of the mailing.

**\*Note:** The total weight of mailing is automatically calculated based on the weight of a single piece and the total pieces in mailing. If you choose Non-Identical Piece Weight, then you must enter the total weight of mailing.

After you enter the information, press <PgDn> to move to the next page. Page 4 of 6 of the Statement of Postage appears (see Figure 3.8). If an error occurred during data entry, a message appears in the red status bar describing the error. You must correct the error before you can move to the next page.

MEPPS — Statement of Postage		4 of 6 PS Form 3602
Sacking Based on (Type <X> to select)		
125 Pieces		
15 Pounds		
Check Applicable Field. (Type <X> to select)		
Centralized Postage Payment		
Entered at		
Plant Loaded At		
Plant Verified Drop Shipment to		
Orig. NONE ZIP		
Dest. DDU ZIP		
Dest. SCF 3D ZIP		
Dest. BMC/ASF ZIP		
Press <PgDn> for next page or <PgUp> for previous page.		
Esc:EXIT		F8:SAVE

Figure 3.8—The Statement of Postage (4 of 6).

**Note:** It is possible to select the originating along with multiple destination fields, allowing multiple destination entries within a single quadrant (i.e., NONE, BMC, SCF, & DDU).



### Section 3

4 of 6	
MEPPS — Statement of Postage	PS Form 3602
Sacking Based on (Type <X> to select)	
125 pieces	
15 pounds	
Check Applicable Field (Type <X> to select)	
Plant Loaded at	
X	Plant Verified Drop Shipment to
Part(s)	C      D
	Orig. NONE ZIP
	Dest. DDU ZIP
X	Dest. SCF 3D ZIP      388
	X      Dest. BMC/ASF ZIP      38999
Press <PgDn> for next page or <PgUp> for previous page.	
Esc:EXIT	
F8:SAVE	

Figure 3.9—The Statement of Postage Screen (4 of 6).

When the Multipart option is selected, a statement with multipart and a single destination or multipart with multiple destinations is displayed. However, when multiple parts are selected and Plant Verified Drop Shipment is *not* selected, only the Orig. NONE ZIP fields are displayed for both parts.

#### Example:

<input checked="" type="checkbox"/>	Plant Verified Drop Shipment to		
<input checked="" type="checkbox"/>	Orig. NONE ZIP		
<input checked="" type="checkbox"/>	DEST. DDU ZIP	38115	← stored in: drop_ship_zip
<input checked="" type="checkbox"/>	DEST. SCF 3D ZIP	380	← stored in: scf_drop_ship_zip
<input checked="" type="checkbox"/>	DEST. BMC/ASF ZIP	38999	← stored in: bmc_drop_ship_zip
<input checked="" type="checkbox"/>	Plant Loaded at		
<input checked="" type="checkbox"/>	Orig. NON ZIP	38115	← stored in: drop_ship_zip

**Note:** An appropriate error message is displayed if a ZIP Code is incorrect. The user must enter or select the correct ZIP Code(s) before continuing (see Figures 3.10A and 3.10B for examples of three and four part entries).

4 of 6																															
MEPPS — Statement of Postage	PS Form 3602																														
Sacking Based on (Type <X> to select) 125 pieces 15 pounds																															
Check Applicable Field (Type <X> to select)  <div style="display: flex; justify-content: space-between;"> <span>Plant Loaded at</span> <span>X</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Plant Verified Drop Shipment to</span> <span></span> </div>																															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Part(s)</td> <td style="width: 10%;">A</td> <td style="width: 10%;">B</td> <td style="width: 10%;">D</td> <td style="width: 40%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Orig. NONE ZIP</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Dest. DDU ZIP</td> <td></td> </tr> <tr> <td></td> <td>X</td> <td></td> <td>X</td> <td>Dest. SCF 3D ZIP</td> <td style="text-align: right;">388</td> </tr> <tr> <td></td> <td></td> <td>X</td> <td></td> <td>Dest. BMC/ASF ZIP</td> <td style="text-align: right;">38999</td> </tr> </table>		Part(s)	A	B	D							Orig. NONE ZIP						Dest. DDU ZIP			X		X	Dest. SCF 3D ZIP	388			X		Dest. BMC/ASF ZIP	38999
Part(s)	A	B	D																												
				Orig. NONE ZIP																											
				Dest. DDU ZIP																											
	X		X	Dest. SCF 3D ZIP	388																										
		X		Dest. BMC/ASF ZIP	38999																										
Press <PgDn> for next page or <PgUp> for previous page.																															
<div style="display: flex; justify-content: space-between;"> <span>Esc:EXIT</span> <span>F8:SAVE</span> </div>																															

Figure 3.10A—The Statement of Postage Screen (4 of 6).

4 of 6																																				
MEPPS — Statement of Postage	PS Form 3602																																			
Sacking Based on (Type <X> to select) 125 pieces 15 pounds																																				
Check Applicable Field (Type <X> to select)  <div style="display: flex; justify-content: space-between;"> <span>Plant Loaded at</span> <span>X</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Plant Verified Drop Shipment to</span> <span></span> </div>																																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Part(s)</td> <td style="width: 10%;">A</td> <td style="width: 10%;">B</td> <td style="width: 10%;">C</td> <td style="width: 10%;">D</td> <td style="width: 40%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Orig. NONE ZIP</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Dest. DDU ZIP</td> <td></td> </tr> <tr> <td></td> <td>X</td> <td></td> <td>X</td> <td></td> <td>Dest. SCF 3D ZIP</td> <td style="text-align: right;">388</td> </tr> <tr> <td></td> <td></td> <td>X</td> <td></td> <td>X</td> <td>Dest. BMC/ASF ZIP</td> <td style="text-align: right;">38999</td> </tr> </table>		Part(s)	A	B	C	D								Orig. NONE ZIP							Dest. DDU ZIP			X		X		Dest. SCF 3D ZIP	388			X		X	Dest. BMC/ASF ZIP	38999
Part(s)	A	B	C	D																																
					Orig. NONE ZIP																															
					Dest. DDU ZIP																															
	X		X		Dest. SCF 3D ZIP	388																														
		X		X	Dest. BMC/ASF ZIP	38999																														
Press <PgDn> for next page or <PgUp> for previous page.																																				
<div style="display: flex; justify-content: space-between;"> <span>Esc:EXIT</span> <span>F8:SAVE</span> </div>																																				

Figure 3.10B—The Statement of Postage Screen (4 of 6).

### Section 3

MEPPS — Statement of Postage		4 of 6 PS Form 3602
Sacking Based on (Type <X> to select) 125 pieces 15 pounds		
Check Applicable Field (Type <X> to select) X Plant Loaded at Plant Verified Drop Shipment to		
Part(s)	B D X X	Orig. NONE ZIP
Press <PgDn> for next page or <PgUp> for previous page.		
Esc:EXIT		F8:SAVE

Figure 3.11—The Statement of Postage Screen (4 of 6).

When the Job Category field chosen is not PVDS, only the Orig. NONE ZIP fields are displayed.

Table 3.4 contains field names and descriptions for the Statement of Postage.

Table 3.4—Statement of Postage (4 of 6) Field Names and Descriptions

Field Name	Field Description
Sacking Based on 125 Pieces 15 Pounds	Identifies whether the sacking was based on 125 pieces, 15 pounds, or both. You may select no option, either option, or both options. Use <Tab> to move to the appropriate field and type <b>X</b> .
Check Applicable Field Centralized Postage Payment	Identifies whether the Centralized Postage Payment method is used.
Entered at	Identifies where the drop ship was entered.
Plant Loaded At	Indicates that the Plant Loaded At option was used.
Plant Verified Drop Shipment to	Identifies that the Plant Verified Drop Shipment To option was used (defaults to X).
Part(s)	Identifies the part or parts that are applicable depending upon the selection made in the Automation Compatible field.
Orig NONE Dest. DDU ZIP  Dest. SCF 3D ZIP Dest. BMC/ASF ZIP	This set of fields identifies the origination drop shipment and destination points.  If the Statement of Postage is for the origination drop ship point (Orig.), use <Tab> to move to the appropriate field and type <b>X</b> . Then use <Tab> to move to the right of the field and enter the appropriate information.  If the Statement of Postage is for the destination drop ship point (Dest.), use <Tab> to move to the appropriate field and type <b>X</b> . Then use <Tab> to move to the right of the field and type the 3- or 5-digit ZIP Code.

After entering the information, press <PgDn> to move to the next page. Page 5 of 6 of the Statement of Postage appears (Figure 3.12 on the next page). If an error occurred during data entry, a message appears in the red status bar describing the error. You must correct the error before moving to the next page.

### Section 3

**Note:** The format of page 5 of 6 of the Statement of Postage is dependent upon what you entered on the previous pages. The postage statement displayed is dependent upon the form type you selected on page 1. The quadrant or part (A, B, C, or D) displayed is dependent on information you selected or entered for the following fields: Processing Category, Identical Piece Weight, Non-Identical Piece Weight, Weight of Single Piece, Automation Compatible, Plant Verified Drop Shipment To, and Origination or Destination ZIP Code.

MEPPS — Statement of Postage					5 of 6 PS Form 3602	
Automation-Compatible Letter (DMM C810)						
BMC Entry Discount						
Presort/Automation Discounts	Net Rate		Count (Pieces)			Charge
5-Digit Letter	.142	X	pcs. =	\$		0.000
3-Digit Letter	.162	X	pcs. =	\$		0.000
Basic Letter	.170	X	pcs. =	\$		0.000
3/5 Flat	.176	X	1000 pcs. =	\$		176.000
Basic Flat	.264	X	pcs. =	\$		0.000
Additional Postage	0.613	X	500 pcs. =	\$		306.500
W/S Date	4/26/97		Part A—BMC Total	\$		176.000
BMC Pieces	1,000		Part A—Total Postage	\$		176.000
Part A Total Pieces	1,000		Statement Total	\$		1,795.660
Press <PgDn> for next page or <PgUp> for previous page.						
Esc:EXIT				F8:SAVE		

Figure 3.12—The Statement of Postage DDU Entry Discount Screen

Table 3.5 contains field names and descriptions for the Statement of Postage (5 of 6).

Table 3.5—Statement of Postage (5 of 6) Field Names and Descriptions

Field Name	Field Description
Presort/Automation Discount Saturation W/S Carrier Route	Identifies the different types of presort/automation discounts.
Additional Postage	Identifies the additional postage amount. Additional postage is calculated as net rate plus count (or charge).
Count (Pieces)	Identifies the number of pieces under each type in the Presort/Automation Discounts field. The piece must match the total number of pieces in mailing from Screen 3 of the postage statement. Press <Tab> to move to the appropriate Count (Pieces) field and type the number of pieces.*
Charge	Identifies the dollar and cents amount of the charge.
W/S Date (Walk Sequence)	Identifies the date of the Computerized Delivery Sequence (CDS) File or Delivery Sequence File (DSF) used to prepare the mailing for walk sequence order. Mailings must be prepared using CDS file changes or DSF changes issued within 90 days before the date of mailing as outlined in the DMM.
Part A — Total	Identifies the <i>total</i> dollar and cents amount of the charge, excluding additional postage.
[Entry] Pieces	Indicates the total number of [Entry] pieces.
Part Total Postage	Indicates the total of the postage for the applicable part.
Part Total Pieces	Indicates the total number of part total pieces,
Statement Total	Indicates the total of the Statement of Postage including additional postage.

**\*Note:** The piece count sum must match the total pieces in the mailing from page 3 of 6. If not, reenter your information and press <F8> to save the information.

After you enter the information, press <PgDn> to move to the final page (see Figure 3.13 on the next page).

MEPPS — Statement of Postage		6 of 6 PS Form 3602						
<p>USPS Authorized Mailing ID Codes</p> <table style="margin: 20px auto; width: 60%;"> <tr> <td style="width: 33%;">1.</td> <td style="width: 33%;">2.</td> <td style="width: 33%;">3.</td> </tr> <tr> <td>4.</td> <td>5.</td> <td>6.</td> </tr> </table>			1.	2.	3.	4.	5.	6.
1.	2.	3.						
4.	5.	6.						
Press <PgUp> for previous page.								
Esc:EXIT		F8:SAVE						

Figure 3.13—The Statement of Postage Mailing ID Codes Screen

This screen allows mailers to enter up to 6 mailing ID codes. The Mailing ID Code fields accept alphanumeric characters (A–Z and 0–9) and blank characters.

After saving the information, you are prompted to enter another postage statement for this USPS job number. Use the <Up> and <Dn> arrows to make your selection and press <Enter> (see Figure 3.14).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
------------	---	--------------

Enter Another Postage  
Statement for USPS  
Job Number 11111101?

YES  
NO

To make selection, position the bar and press **<Enter>**.

**Esc:EXIT**

Figure 3.14—The Enter Another Postage Statement Screen

When you finish entering statements, you are prompted to print a Consolidated Postage Statement.

To print the Consolidated Postage Statement for this USPS job number, use the **<Up>** and **<Dn>** arrows to make your selection and press **<Enter>** (see Figure 3.15 on the next page).

**Note:** *If you press <Esc> while entering statement information, the screen on the following page appears.*



Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
------------	---	--------------

Print Consolidated  
Postage Statement for  
USPS Job Number 06309399?

YES  
NO

To make selection, position the bar and press **<Enter>**.

**Esc:EXIT**

Figure 3.15—The Print Consolidated Postage Statement Screen

After printing the Consolidated Postage Statement, you are returned to the screen in Figure 3.16 and prompted as to whether you wish to remove this postage statement. Use the **<Up>** and **<D>** arrows to highlight your choice and press **<Enter>**. If you select **Yes**, you will return to the MEPPS Menu.

MEPPS — Statement of Postage		5 of 6
		PS Form 3602
Nonletter - .2067 lbs. (3.3071 oz.) or Less		
DDU Entry Discount		
Presort/Automation Discounts	Net	Count Charge
Saturation W/S		0.000
Carrier Route		0.000
Additional Postage		
Additional Postage W/S Date	YES	0.000
DDU Pieces	NO	0.000
Part C Total Pieces		0.000
To make selection, position the bar and press <Enter>.		
Esc:EXIT		

Figure 3.16—The Exit to Main Menu Screen

## Add Postage Statement(s)

The Add Postage Statement(s) option enables mailers to add postage statements to an existing USPS job number.

To use the Add Postage Statement(s) option,

1. Return to the MEPPS Menu.
2. Use the <Up> and <Dn> arrows to highlight **AD—Add Postage Statement(s)** and press <Enter> (see Figure 4.1).

MEPPS Menu	
EN	Enter Postage Statement(s)
AD	Add Postage Statement(s)
MO	Modify Postage Statement
RM	Remove Postage Statement
PR	Print Menu
CD	Create Diskette
JD	Job Default Menu
UM	Utility Menu
EX	Exit MEPPS
AD	Selection

To make selection, position the bar and press <Enter>.

Esc:EXIT

Figure 4.1—The MEPPS Menu Screen

The Add Postage Statement screen appears (see Figure 4.2 on the next page).

## Section 4

3. When the Add Postage Statement screen appears, type the USPS job number and press **<Enter>**.

If you do not know the USPS job number, press **<F5>** to display a list of all active jobs. Use the **<Up>** and **<Dn>** arrows to highlight an active job and press **<Enter>**. Page 3 of 6 appears. Refer to Section 3, Enter Postage Statement(s) (page 7), for further instructions.

The screenshot shows a terminal window titled 'Version 12 MEPPS — Multiple Entry Point Payment System STD Mail (A)'. The main display area contains a dark gray rectangular box. Inside this box is a white rectangular box with a double border. The white box contains the text 'ADD POSTAGE STATEMENT' at the top and 'USPS Job Number:' followed by a horizontal line for input below it. At the bottom of the terminal window, there is a status bar with the text 'Press <Enter> to continue.' on the left and 'Esc:EXIT F5:LIST' on the right.

Figure 4.2—The Add Postage Statement Screen

## Modify Postage Statement

The Modify Postage Statement option allows the mailer to adjust the individual postage statements of a specific USPS job number. The individual postage statements are adjusted to reconcile differences in postage or make an adjustment to mailing information.

To use the Modify Postage Statement(s) option,

1. Return to the MEPPS Menu.
2. Use the <Up> and <Dn> arrows to highlight **MO—Modify Postage Statement** and press <Enter> (see Figure 5.1).

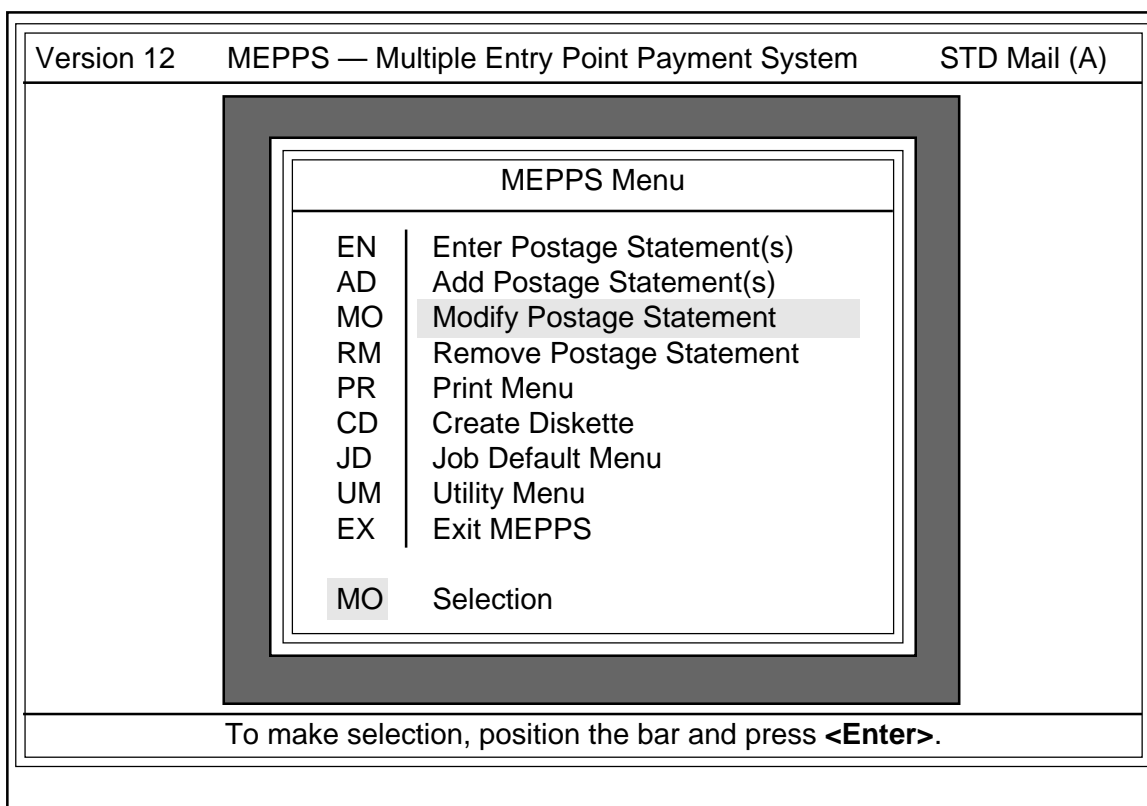


Figure 5.1—The MEPPS Menu Screen

The Modify Postage Statement Screen appears (see Figure 5.2 on the next page).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 60%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>MODIFY POSTAGE STATEMENT</b> </div> <div style="border: 1px solid black; padding: 5px;"> USPS Job Number:  Sequence Number: </div> </div>		
Press <Enter> to continue.		
Esc:EXIT                      F5:LIST		

Figure 5.2—The Modify Postage Statement Screen

Using PS Form 3602, you can modify a specific postage statement using the following procedures:

1. Type the USPS job number and press <Tab>.
 

If you do not know the USPS job number, press <F5> to display a list of all active jobs. Use the <Up> and <Dn> arrows to highlight an active job and press <Enter>.
2. Type the sequence number and press <Enter>.
 

If you do not know the sequence number, press <F5> to display a list of all active sequence numbers. Use the <Up> and <Dn> arrows to highlight an active sequence number and press <Enter>.
3. Press <Enter> to begin modifying (for further instructions, refer to Section 3, Enter Postage Statement).
4. Press <F8> **Save** after all modifications have been made.

**WARNING:** When you have finished modifying the statement, be sure to save the modified information. Otherwise, changes to the postage statement will be lost.

## Remove Postage Statement

MEPPS enables you to remove a specific postage statement.

To use the Remove Postage Statement option,

1. Return to the MEPPS Menu.
2. Use the <Up> and <Dn> arrows to highlight **RM—Remove Postage Statement** and press <Enter> (see Figure 6.1).

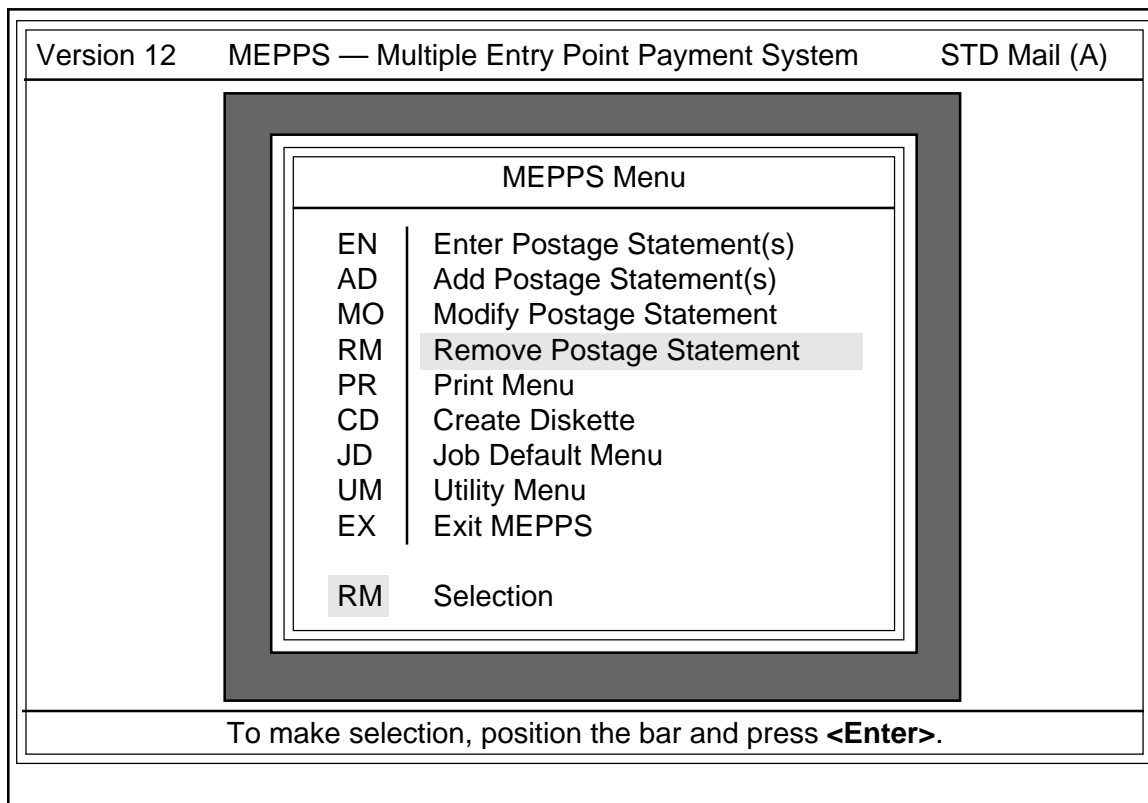


Figure 6.1—The MEPPS Menu Screen

The Remove Postage Statement screen appears (see Figure 6.2 on the next page).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; width: 40%; margin: 0 auto; padding: 10px;"><div style="border: 1px solid black; width: 80%; margin: 0 auto; padding: 5px;"><div style="border: 1px solid black; width: 80%; margin: 0 auto; padding: 5px;"><p style="margin: 0;">REMOVE POSTAGE STATEMENT:</p><div style="border: 1px solid black; width: 100%; margin: 0; padding: 2px;"><div style="border: 1px solid black; width: 100%; margin: 0; padding: 2px;"><p>USPS Job Number:</p><p>Sequence Number:</p></div></div></div></div></div>		
To make selection, position the bar and press <b>&lt;Enter&gt;</b> .		
Esc: <b>EXIT</b>		

Figure 6.2—The Remove Postage Statement Screen

1. Type the USPS job number and press **<Tab>**.

If you do not know the USPS job number, press **<F5>** to display a list of all active jobs. Use the **<Up>** and **<Dn>** arrows to highlight an active job and press **<Enter>**.

2. Type the sequence number and press **<Enter>**.

If you do not know the sequence number, press **<F5>** to display a list of all active sequence numbers. Use the **<Up>** and **<Dn>** arrows to highlight an active sequence number and press **<Enter>**.

3. Press **<Enter>** to continue.

To remove all postage statements for a specific job number, do not type anything in the Sequence Number field. The Remove All Postage Statements screen appears (see Figure 6.3).



Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; padding: 10px; text-align: center;"><div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">Remove all Postage Statements for USPS Job Number 59636477?</div><div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%; text-align: center;">YES NO</div></div> <p style="text-align: center;">To make selection, position the bar and press <b>&lt;Enter&gt;</b>.</p>		

Figure 6.3—The Remove All Postage Statements Screen

4. Press the **<Up>** and **<Dn>** arrows to highlight either **Yes** or **No**, and press **<Enter>**.
5. Press **<Esc>** to return to the MEPPS Menu.

**Note:** *If there is only one sequence number in a job, the entire job is removed.*

## Print Menu

The following print statements or reports are available through MEPPS:

- Consolidated Postage Statement
- Register of Mailing
- Individual Postage Statement

## Consolidated Postage Statement

The Consolidated Postage Statement is generated by totaling the information from the Individual Postage Statements for each USPS job number. You can print this statement as many times as necessary while the job is active.

To print a Consolidated Postage Statement,

1. Return to the MEPPS Menu.
2. Highlight **PR—PRINT Menu** with the <Up> and <Dn> arrows and press <Enter> (see Figure 7.1).

The Print Menu screen appears (see Figure 7.2 on the next page).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)																						
<table border="1"> <tr> <td colspan="2">MEPPS Menu</td> </tr> <tr> <td>EN</td> <td>Enter Postage Statement(s)</td> </tr> <tr> <td>AD</td> <td>Add Postage Statement(s)</td> </tr> <tr> <td>MO</td> <td>Modify Postage Statement</td> </tr> <tr> <td>RM</td> <td>Remove Postage Statement</td> </tr> <tr> <td>PR</td> <td>Print Menu</td> </tr> <tr> <td>CD</td> <td>Create Diskette</td> </tr> <tr> <td>JD</td> <td>Job Default Menu</td> </tr> <tr> <td>UM</td> <td>Utility Menu</td> </tr> <tr> <td>EX</td> <td>Exit MEPPS</td> </tr> <tr> <td>PR</td> <td>Selection</td> </tr> </table>			MEPPS Menu		EN	Enter Postage Statement(s)	AD	Add Postage Statement(s)	MO	Modify Postage Statement	RM	Remove Postage Statement	PR	Print Menu	CD	Create Diskette	JD	Job Default Menu	UM	Utility Menu	EX	Exit MEPPS	PR	Selection
MEPPS Menu																								
EN	Enter Postage Statement(s)																							
AD	Add Postage Statement(s)																							
MO	Modify Postage Statement																							
RM	Remove Postage Statement																							
PR	Print Menu																							
CD	Create Diskette																							
JD	Job Default Menu																							
UM	Utility Menu																							
EX	Exit MEPPS																							
PR	Selection																							
To make selection, position the bar and press <Enter>.																								

Figure 7.1—The MEPPS Menu Screen

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)								
<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 90%;"> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 95%;"> <p style="text-align: center; margin: 0;">PRINT Menu</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; padding: 2px;">CS</td> <td style="padding: 2px;">Consolidated Postage Statement</td> </tr> <tr> <td style="padding: 2px;">RG</td> <td style="padding: 2px;">Register of Mailing</td> </tr> <tr> <td style="padding: 2px;">MS</td> <td style="padding: 2px;">Individual Postage Statement</td> </tr> <tr> <td style="padding: 2px;">CS</td> <td style="padding: 2px;">Selection</td> </tr> </table> </div> </div> </div>			CS	Consolidated Postage Statement	RG	Register of Mailing	MS	Individual Postage Statement	CS	Selection
CS	Consolidated Postage Statement									
RG	Register of Mailing									
MS	Individual Postage Statement									
CS	Selection									
To make selection, position the bar and press <Enter>.										
Esc:EXIT										

Figure 7.2—The Print Menu Screen

3. Use the <Up> and <Dn> arrows to select **CS—Consolidated Postage Statement** and press <Enter>. The Print Consolidated Postage Statement screen appears (Figure 7.3).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 90%;"> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 95%;"> <p style="text-align: center; margin: 0;">PRINT CONSOLIDATED POSTAGE STATEMENT</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="margin: 0;">USPS Job Number:</p> <p style="margin: 0; padding-left: 100px;">No. of Copies:    1</p> </div> </div> </div>		

Figure 7.3—The Print Consolidated Postage Statement Screen

4. Type the USPS job number and press **<Enter>**.

If you do not know the USPS job number, press **<F5>** to display a list of all active jobs. Use the **<Up>** and **<Dn>** arrows to highlight an active job and press **<Enter>**. The selected job number appears.

5. Press **<Enter>** to continue.

When printing a Consolidated Postage Statement, the system prompts the user to enter the number of copies of that statement to print. If no value is entered, the system will automatically default to print a single copy of that statement. The Print Consolidated Printing Status screen appears (Figure 7.4).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)								
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;"><b>CONSOLIDATED PRINTING STATUS</b></td> </tr> <tr> <td style="padding: 5px;">USPS Job Number:</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">No. of Mailing Sequences:</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">(PVDS) Printing Copy:</td> <td style="text-align: right; padding: 5px;">1 of 2 0%</td> </tr> </table>			<b>CONSOLIDATED PRINTING STATUS</b>		USPS Job Number:	1	No. of Mailing Sequences:	1	(PVDS) Printing Copy:	1 of 2 0%
<b>CONSOLIDATED PRINTING STATUS</b>										
USPS Job Number:	1									
No. of Mailing Sequences:	1									
(PVDS) Printing Copy:	1 of 2 0%									
Processing...										
<b>F2:ABORT PRINTING</b>										

Figure 7.4—The Consolidated Printing Status Screen

The Consolidated Printing Status screen alerts the user to the percentage of the current statement that is being printed. The **<F2>** : Abort Printing option allows the user to cancel printing at anytime. The **<F2>** key will only be displayed if the user is printing more than one copy. In case of a print cancellation, the system aborts printing after the current statement is printed. A maximum of nine copies per postage statement is allowed.

If a job contains Plant Loaded At (PLA) and Plant Verified Drop Shipment (PVDS) statements, two separate copies of the Consolidated Postage Statements will be printed: one for all postage statements flagged as PLA and one for all postage statements flagged as PVDS (see Figures 7.5A and 7.5B on the following pages).

## Section 7

<b>PLANT VERIFIED DROP SHIPMENT</b> <b>POSTAGE STATEMENT - STANDARD MAIL (A)</b> <b>(OTHER THAN NONPROFIT RATES) -- PERMIT IMPRINT</b>					
<b>CONSOLIDATED POSTAGE STATEMENT</b>					
Post Office of Mailing	ST	ZIP Code	Statement Date	Time	Permit Number
MEMPHIS	TN	38188	5-12-1997	9:10	32567
USPS Job Number	Job Description	Processing Category	Statements	Start	End
051297T1	MULTICODE TEST	FLATS	1	00000001	00000001
Permit Holder Information		NUMBER OF:		TOTAL IN MAILING	
NCSC - MEPPS TEST JOB		Sacks:	10	Pieces:	13000
6060 PRIMACY PKWY STE 101		Trays:	10	Pounds:	2465.0000
MEMPHIS TN 38188		Pallets:	5		Trays
(402) 339-3848		Other:	5		Trays
Organization Information			Mailing Agent Information		
NCSC - MEPPS TEST MACHINE					
<b>Postage Computation</b>					
				Part A Postage:	855.000
				Part B Postage:	1,010.000
				Part C Postage:	245.527
				Part D Postage:	585.859
Additional Postage Payment .....					0.000
<b>TOTAL POSTAGE .....</b>					<b>\$ 2,696.28</b>
<p>For Enclosed Reply Pieces (Automation rates only) (Effective 1/1/97): I certify that all business reply, courtesy reply, or metered reply letter-size cards or envelopes, enclosed in the pieces described above, bear the correct facing identification mark (FIM) and barcode under DMM C810.</p> <p>For ZIP Codes (nonautomation rate only): I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.</p> <p>The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer and both the agent and the mailer will be liable for and agree to pay any deficiencies.)</p> <p>The submission of a false, fictitious or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).</p> <p>I hereby certify that all information furnished on this form is accurate and truthful, and that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy and that the material presented qualifies for the rates of postage claimed.</p>					
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred)				Telephone Number	
				Round Stamp (Required)	
<p>I CERTIFY that this mailing has been inspected concerning: 1) eligibility for the rate of postage claimed; 2) proper preparation (and presort where required); 3) proper completion of the statement of mailing; and 4) payment of the required annual fee.</p>				<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto;"></div>	
<p>Signature of Postal Employee                      Date                      Time AM PM</p>					
Version 12 (M)					

Figure 7.5A—The Consolidated Postage Statement (PVDS)

<b>PLANT LOADED AT</b> <b>POSTAGE STATEMENT - STANDARD MAIL (A)</b> <b>(OTHER THAN NONPROFIT RATES) -- PERMIT IMPRINT</b>					
<b>CONSOLIDATED POSTAGE STATEMENT</b>					
Post Office of Mailing	ST	ZIP Code	Statement Date	Time	Permit Number
MEMPHIS	TN	38188	5-12-1997	9:10	32567
USPS Job Number	Job Description	Processing Category	Statements Start	End	
05129T1	MULTICODE TEST	FLATS	1	00000001	00000001
Permit Holder Information		NUMBER OF:	TOTAL IN MAILING		
NCSC - MEPPS TEST JOB		Sacks:	10	Pieces:	13000
6060 PRIMACY PKWY STE 101		Trays:	10	Pounds:	2465.0000
MEMPHIS	TN 38188	Pallets:	5		Trays
(402) 339-3848		Other:	5		Trays
Organization Information		Mailing Agent Information			
NCSC - MEPPS TEST MACHINE					
Postage Computation					
			Part A Postage:	855.000	
			Part B Postage:	1,010.000	
			Part C Postage:	245.527	
			Part D Postage:	585.859	
Additional Postage Payment .....				0.000	
<b>TOTAL POSTAGE .....</b>				<b>\$ 2,696.28</b>	
<p>For Enclosed Reply Pieces (Automation rates only) (Effective 1/1/97): I certify that all business reply, courtesy reply, or returned reply letter-size cards or envelopes, enclosed in the pieces described above, bear the correct facing identification mark (FIM) and barcode under DMM C810.</p> <p>For ZIP Codes (Nonautomation rate only): I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.</p> <p>The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer and both the agent and the mailer will be liable for and agree to pay any deficiencies.</p> <p>The submission of a false, fictitious or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).</p> <p>I hereby certify that all information furnished on this form is accurate and truthful, and that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.</p>					
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred)				Telephone Number	
				Round Stamp (Required)	
<p>I CERTIFY that this mailing has been inspected concerning: 1) eligibility for the rate of postage claimed; 2) proper preparation (and presort where required); 3) proper completion of the statement of mailing; and 4) payment of the required annual fee.</p>					
Signature of Postal Employee		Date	Time AM PM		
Version 12 (M)					

## Standard Mail (A) MEPPS Mailer User Guide

40

## Section 7

The following table lists the field names and descriptions for the Consolidated Postage Statement.

Table 7.1—Consolidated Postage Statement Field Names and Descriptions

Field Name	Field Description
Post Office of Mailing ST ZIP Code	Identifies the city, state, and ZIP Code of the DMU.
Statement Date	Identifies the date (MM-DD-YYYY) that the statement was generated.
Permit Number	Identifies the 7-digit permit number.
USPS Job Number	Identifies the 8-character alphanumeric USPS job number.
Job Description	Contains a short description of the contents of the mailing.
Processing Category	Identifies the type of processing category. Valid categories include: <ul style="list-style-type: none"><li>• Letters</li><li>• Flats</li><li>• Machinable Parcels</li><li>• Irregular Parcels</li><li>• Outside Parcels</li></ul>
Statements Start End	Identifies the total number of mailing statements. Also displays the starting and ending sequence numbers of the individual postage statements.
Permit Holder Information	Includes the name, street address, city, state, ZIP Code, and phone number of the permit holder.
NUMBER OF: Sacks: Trays: Pallets: Other:	Identifies the total number of sacks, trays, pallets, and other containers used in the mailing.
TOTAL IN MAILING Pieces: Pounds:	Identifies the total number of mailpieces and the total weight of the mailpieces reported in this mailing.
Organization Information	Identifies the name and address of the individual or organization (if other than the permit holder) for which the mailing is prepared.



## Section 7

Table 7.1 continued.

Field Name	Field Description
Mailing Agent Information	Identifies the name and address of the mailing agent (if other than the permit holder).
Postage Computation Part A Postage: Part B Postage: Part C Postage: Part D Postage:	Identifies the dollar and cents amount of postage from parts A, B, C, and D on Form 3602.
Additional Postage Payment	Identifies the dollar and cents amount of additional postage from Form 3602.
TOTAL POSTAGE	Identifies the total dollar and cents amount of postage due.
Signature of Permit Holder or Agent  Telephone Number	Used for the signature and telephone number of the permit holder or agent. To complete this line, have the permit holder or agent sign on this line and include his or her telephone number.
Signature of Postal Employee Date Time AM PM	Used for the signature of the postal employee, certifying that the mailing has been inspected and approved. Also used for the date (MM-DD-YYYY) and time (HH:MM) that this statement was approved. Be sure to circle either AM or PM.
Round Stamp (Required)	Contains the round stamp imprint.

**Note:** Since this statement is similar to PS Form 3602, a field-by-field description of the second page of the Consolidated Postage Statement is not included in this user guide.

## Register of Mailing

The Register of Mailing reports contains type and quantity, piece weight, number of pieces, total weight of pieces, and postage for all Individual postage statements within a USPS job number.

To print the register of mailing,

1. Return to the MEPPS Menu.
2. Use the <Up> and <Dn> arrows to highlight **PR—Print Menu** and press <Enter> (see Figure 7.6). The Print Menu Screen appears.
3. Use the <Up> and <Dn> arrows to select **RG—Register of Mailing** and press <Enter>. The Register of Mailing screen appears (see Figure 7.7 on the next page).

Version 12    MEPPS — Multiple Entry Point Payment System    STD Mail (A)

PRINT Menu

CS	Consolidated Postage Statement
RG	Register of Mailing
MS	Individual Postage Statement

RG    Selection

To make selection, position the bar and press <Enter>.

Esc:EXIT

Figure 7.6—The Print Menu Screen

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>PRINT REGISTER OF MAILING</b> </div> <div style="border: 1px solid black; padding: 5px;">           USPS Job Number:            No. of Copies:     1         </div> </div>		
Press <b>&lt;Enter&gt;</b> to continue.		
Esc: <b>EXIT</b> F5:LIST		

Figure 7.7—The Print Register of Mailing Screen.

4. Type the USPS job number and press **<Enter>**.

If you do not know the USPS job number, press **<F5>** to display a list of all active jobs. Use the **<Up>** and **<Dn>** arrows to highlight an active job and press **<Enter>**. The selected job number appears. Press **<Enter>** to continue.

The Register of Mailing Statement is sent to your printer. When printing a Register of Mailing Statement, the system prompts the user to enter the number of copies to print. If no value is entered, the system automatically defaults to print one copy of the statement (see Figure 7.8). A maximum of nine copies will be allowed.

The Register Printing Status screen alerts the user to the percentage of the statement being printed (see Figure 7.8). The **<F2>**: Abort Printing option allows the user to cancel printing at anytime. The **<F2>** key will only be displayed if the user is printing more than one copy. In case of a print cancellation, the system aborts printing after the current statement is printed. A maximum of nine copies per postage statement is allowed.

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 90%;"> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;"><b>REGISTER PRINTING STATUS</b></p> <hr/> <p style="text-align: center; margin: 0;">USPS Job Number: 120595T1</p> <hr/> <p style="text-align: center; margin: 0;">No. of Mailing Sequences: 1</p> <hr/> <p style="text-align: center; margin: 0;">(PVDS) Printing Copy: 2 of 2</p> <hr/> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: black; width: 150px; height: 15px;"></div> <p style="margin: 0;">99%</p> </div> </div> </div> </div>		
Processing...		
F2: ABORT PRINTING		

Figure 7.8—The Register Printing Status Screen.

Figures 7.9A (below) and 7.9B (on the next page) depict sample Registers of Mailing for both PLA and PVDS.

PLANT LOADED AT REGISTER OF MAILING											
Multiple Entry Point Payment System										Date: 07-08-1997	
USPS Job Number: 070897T1		Job Description: MEPPS TEST JOB								Time: 08:42	
Permit Number: 32567		Sequence Count: 1		Form 3602-R		FLATS		Version 12 (M)			
DMU Post Office: MEMPHIS TN 38188		Page: 1									
Seq No.	Entry Post Office	Sack	Tray	Pallet	Other	Piece Wgt (pounds)	Weight (pounds)	Presort Level	Count Pcs/Lbs	Net Rate	Postage
1	<<PART B>> NONE 38999	0	0	0	0	0.1666	333.2000	35NLET	2,000	.225	450.000
Entry [Pounds, Pieces and Postage] Totals for Part [B] →→							333.2000		2,000	\$	450.00
GRAND TOTAL:		0	0	0	0		333.2000		2,000	\$	450.00

Figure 7.9A—The Register of Mailing (PLA)

## Section 7

PLANT VERIFIED DROP SHIPMENT REGISTER OF MAILING												
Multiple Entry Point Payment System USPS Job Number: 070797T1      Job Description: MEPPS TEST JOB Permit Number: 32567      Sequence Count: 2      Form 3602-R      FLATS DMU Post Office: MEMPHIS TN 38188										Date: 07-07-997 Time: 11:01 Version 12 (M) Page: 1		
Seq No.	Entry Post Office		Sack	Tray	Pallet	Other	Piece Wgt (pounds)	Weight (pounds)	Presort Level	Count Pcs/Lbs	Net Rate	Postage
1	<<PART A>> CLIFF'S SPECIAL HIDEAWAY BMC GREENSBORO 240-243 245-249 270-297 376	NC 27075	0	0	0	0	0.1666		35FLAT	5,000	.176	880.000
								833.000		5,000		
	<< PART B >> BMC GREENSBORO 240-243 245-249 270-297 376	NC 27075					0.1760		35NLET	1,000	.212	212.000
	SCF CHARLOTTE 280 281 282 297	NC 280							BASNLT	1,000	.288	288.000
								352.000		2,000		
	Entry [Pounds, Pieces & Postage] Totals for Parts [A and B]→							1,185.0000		7,000		\$ 1,380.00
2	<< PART A >> TONY'S FOLLY BMC MEMPHIS 369-372 375 380-397 700-701 703-705 707-708 713-714 716-717 719-729	TN 38999	0	0	0	0	NIPW		35FLAT	1,000	.176	176.000
								106.000		1,000		
	<< PART B >> SCF MEMPHIS 375 380 381 386 723	TN 380					NIPW		35NLET	1,000	.207	207.000
								150.0000		1,000		
	<< PART C >> BMC MEMPHIS 369-372 375 380-397 700-701 703-705 707-708 713-714 716-717 719-729	TN 38999					NIPW		HDNNLT	2,000	.134	268.000
								406.0000		2,000		
	<< PART D >> BMC MEMPHIS 369-372 375 380-397 700-701 703-705 707-708 713-714 716-717 719-729	TN 38999					NIPW		SATECR PLUS	1,000 235.0000	.000 .599	0.000 140.765
	SCF MEMPHIS 375 380 381 386 723	TN 380							BANATO PLUS	1,000 235.0000	.166 .592	166.000 139.120
								470.0000		2,000		
	Entry [Pounds, Pieces & Postage] Totals for Parts [A, B, C and D]→→							1,132.0000		6,000		\$ 1,096.89
GRAND TOTAL:			0	0	0	0		2,317.0000		13,000		\$ 2,476.89

Figure 7.9B—The Register of Mailing (PVDS)

The Listing of Mailing Report (Figure 7.10) is printed from a category two job file. It consolidates all of the postage statements that are flagged as Centralized Postage Payment, DMM 144.8 Drop Shipment To, and Entered At, and prints a single Listing of Mailing Report. Category two job files are only applicable on the mailer's version of the software.

LISTING OF MAILING											
Multiple Entry Point Payment System									Date: 07-08-1997		
USPS Job Number:		070897T2		Job Description: MEPPS TEST JOB				Time: 08:45			
Permit Number:		32567		Sequence Count: 3		Form 3602-R		FLATS		Version 12 (M)	
DMU Post Office:		MEMPHIS TN 38188		Page: 1							
Seq No.	Entry Post Office	Sack	Tray	Pallet	Other	Piece Wgt (pounds)	Weight (pounds)	Presort Level	Count Pcs/Lbs	Net Rate	Postage
1	<< PART B >> NONE 38999	0	0	0	0	0.1555	311.0000	35NLET	2,000	.225	450.000
	Entry [Pounds, Pieces & Postage] Totals for Part [B] →→						311.0000		2,000		\$ 450.00
2	<< PART B >> NONE 30303	25	0	0	0	0.1650	825.0000	BASNLT	5,000	.306	1,530.000
	Entry [Pounds, Pieces & Postage] Totals for Part [B] →→						825.0000		5,000		\$1,530.00
3	<< PART B >> NONE 30303	0	0	0	0	NIPW		35NLET	1,500	.225	337.500
					PART B →		179.0000		1,500		
	<< PART D >> NONE 30303					NIPW		35AUTO PLUS	3,000	.049	147.000
					PART D →		629.0000		629.0000	.677	425.833
	Entry [Pounds, Pieces & Postage] Totals for Part [B and D] →→						808.0000		3,000		\$ 910.33
GRAND TOTAL:		25	0	0	0		1,944.0000		11,500		\$2,890.33

Figure 7.10—The Listing of Mailing

## Section 7

The following table lists field names and descriptions for the Register of Mailing.

Table 7.2—Register of Mailing Field Names and Descriptions

Field Name	Field Description
USPS Job Number	Identifies the alphanumeric USPS job number assigned by the mailer.
Count	Identifies the number of statements on this report.
Job Description	Identifies the description of the job as entered by the mailer.
DMU Post Office	Identifies the city, state, and ZIP Code of the DMU.
Date	Identifies the date (MM-DD-YYYY) that this report was generated.
Time	Identifies the time (HH:MM) that this report was generated.
Version	Identifies the software version number.
Page	Identifies the page number of this report.
Seq	Identifies the assigned sequence number.
Entry Post Office	Identifies where the mailpiece entered the postal mailstream.
Statement Description	Displays what was entered in the Statement Description field.
Containers Sack Tray Pallet Other	Identifies the number of mailpieces per container type by sequence number.
Piece Wgt (pounds)	Identifies the weight of a single piece by sequence number.
Pieces	Identifies the total number of mailpieces by sequence number.
Weight (pounds)	Identifies the total weight (in pounds) of the mailpieces by sequence number.
Postage	Identifies the total dollar-and-cent amount of postage by sequence number.

## Individual Postage Statement

The Individual Postage Statement is very similar to PS Form 3602. USPS personnel can select which postage statements to print by entering the USPS job number and sequence number of the statement.

To print an Individual Postage Statement,

1. Return to the MEPPS Menu.
2. Use the <Up> and <Dn> arrows to highlight **PR—Print Menu** and press <Enter>. The Print Menu appears (see Figure 7.11).
3. Use the <Up> and <Dn> arrows to select **MS—Individual Postage Statement** and press <Enter>. The Print Postage Statement screen appears (see Figure 7.12).

PRINT Menu	
CS	Consolidated Postage Statement
RG	Register of Mailing
MS	Individual Postage Statement
MS	Selection

To make selection, position the bar and press <Enter>.

Esc:EXIT

Figure 7.11—The Print Menu Screen



Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 90%;"> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 95%;"> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 98%;"> <div style="text-align: center; border-bottom: 1px solid black; padding: 5px;">PRINT POSTAGE STATEMENT</div> <div style="padding: 5px;">USPS Job Number:</div> <div style="padding: 5px;">Sequence Number Range</div> <div style="padding: 5px;">Starting:</div> <div style="padding: 5px;">Ending:</div> <div style="padding: 5px;">No. of Copies: 1</div> </div> </div> </div> </div>		

Press **<Enter>** to continue.

Figure 7.13—The Print Postage Statement Screen

4. Type the USPS job number and press **<Tab>**.

If you do not know the USPS job number, press **<F5>** to display a list of all active jobs. Use the **<Up>** and **<Dn>** arrows to highlight an active job and press **<Enter>**. The selected job number appears.

5. Type the sequence number of the statement and press **<Enter>**.

If you do not know the sequence number, press **<F5>** to display a list of all active sequence numbers for the selected job. Use the **<Up>** and **<Dn>** arrows to highlight an active sequence number and press **<Enter>**. The selected sequence number appears.

6. Press **<Enter>** to continue.

When printing an Individual Postage Statement, the system prompts the user to enter a range of postage statements and the number of copies to print. If no value is entered for the number of copies, the system automatically defaults to print a single copy. A maximum of nine copies per report is allowed. The option to print a range of postage statements is only applicable on the Mailer version of the software.

Figure 7.14 contains a sample printed Individual Postage Statement.

## Section 7

UNITED STATES POSTAL SERVICE		Statement of Postage with Permit Imprints Standard Mail (A) (Regular Rates Only)			
Post Office of Mailing OMAHA NE 6812		Date 02-06-1994		Processing Category (DMM C050) <input type="checkbox"/> Letters <input checked="" type="checkbox"/> Flats <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels <input type="checkbox"/> Machinable Parcels	
Permit No. 9876		Sequence No. 00000003		USPS Authorized Mailing ID Code(s)	
Permit Holder Name & Address		Telephone Number (402) 339-3948		Receipt No. A1234	
SAM SMITH 5005 S 84TH OMAHA NE 68127		Sacks 0	Trays 0	Pallets 122	Other 89
Authorized to use nonprofit rate? <input type="checkbox"/> Yes <input type="checkbox"/> No (DMM E371)		Weight of a Single Piece NON IDENTICAL		Sacking based on (DMM M300) <input checked="" type="checkbox"/> 125 pieces <input checked="" type="checkbox"/> 15 pounds	
Individual or Organization for which Mailing is Prepared BILL SMITH 212 HARPER HALL LINCOLN NE 68508 Authorized to use nonprofit rate? <input type="checkbox"/> Yes <input type="checkbox"/> NO (DMM E371)		Name and Address of Mailing Agent		<input type="checkbox"/> Plant Loaded At <input checked="" type="checkbox"/> Plant Verified Drop Shipment to  <input type="checkbox"/> Orig. NONE <input checked="" type="checkbox"/> Dest DDU ZIP 38104 <input checked="" type="checkbox"/> Dest SCF 3D ZIP 333 <input checked="" type="checkbox"/> Dest BMC/ASF ZIP 38999	
<ul style="list-style-type: none"> <li>For bulk mailings of automation-compatible letter-size pieces (DMM C810) go to Part A</li> <li>For bulk mailings of nonautomation-compatible letter-sized pieces (DMM C050) weighing .2067 lb. (3.3067 oz.) or less, go to Part B</li> <li>For bulk mailings of non letter-size pieces (DMM C050) weighing .2067 lb. (3.3067 oz.) or less, go to Part C</li> <li>For bulk mailings of all pieces (DMM C050) weighing more than .2067 lb. (3.3067 oz.) but less than 1.0 lb. (16.0 oz.) go to Part D</li> </ul>				Part A	\$
				Part B	\$
				Part C	\$ 689.000
				Part D	\$ 542.314
Single-Piece Rate <input type="checkbox"/> or Additional Postage Payment (State Reasons)			No. Pieces 0	Rate/Piece 0.000	\$ 0.000
Is applicable bulk per piece rate affixed to each piece? <input type="checkbox"/> Yes <input type="checkbox"/> No (Form 3602-PC required)			Total Postage —————>		\$ 1,231.31
The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. If this form is signed by an agent, the agent certifies that it is authorized to sign this statement that the certification binds the agent and the mailer and both the mailer and the agent will be liable for and agree to pay any deficiencies.					
The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).					
I hereby certify that all information furnished on this form is accurate and truthful, and that this material presented qualifies for the rates of postage claimed.					
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred)					Telephone Number
Single Piece Weight		Are the figures at left adjusted from the mailers entries? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Total Pieces      Total Weight		If "Yes" Reason			
Total Postage					
<input type="checkbox"/> Presort Verification Performed <input type="checkbox"/> Verification not Scheduled		Date Mailer Notified	Contact	By (Initials)	
I CERTIFY that this mailing has been inspected concerning: 1) eligibility for the rate of postage claimed; 2) proper preparation (and presort where required); 3) proper completion of the statement of mailing; and 4) payment of the necessary annual fee.					Round Stamp (Required)
Signature of Weigher			Time	AM PM	

PS Form 3602-R, October 1996 Facsimile Version 12 (M) Financial Document — Forward to Finance Office

Figure 7.14—The Individual Postage Statement

## Create Diskette

The Create Diskette option enables you to create a diskette that can be read by the USPS. The diskette format is shown in Appendix A.

To create a diskette,

1. Return to the MEPPS Menu.
2. Use the <Up> and <Dn> arrows to highlight **CD—Create Diskette** and press <Enter> (see Figure 8.1).

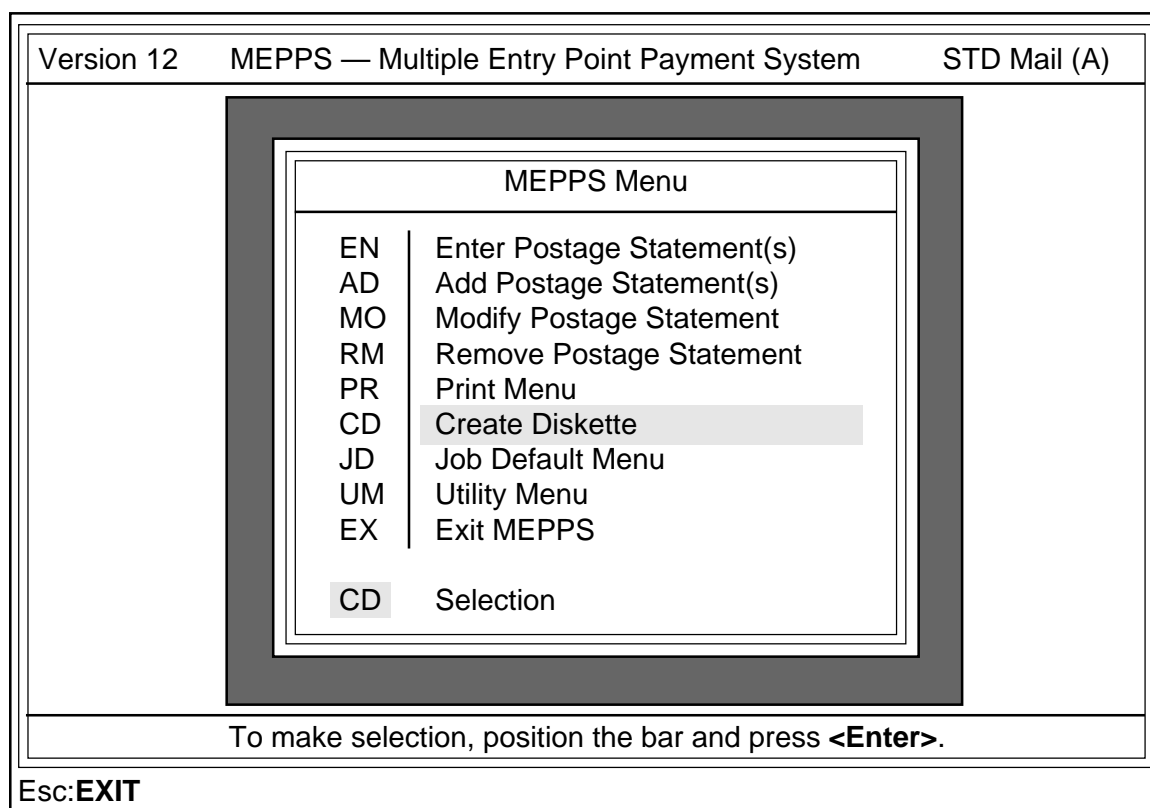


Figure 8.1—The MEPPS Menu Screen

The Create Diskette Screen appears (see Figure 8.2 on the next page).

## Section 8

---

3. Type the job number in the USPS job number field and press **<Enter>**.

If you do not know the USPS job number, press the **<F5>** key to display a list of all active jobs. Use the **<Up>** and **<Dn>** arrows to highlight an active job and press **<Enter>**. The selected job number appears.

The screenshot shows a window titled 'Version 12 MEPPS — Multiple Entry Point Payment System STD Mail (A)'. Inside the window, there is a central box with a dark gray background. Within this box is a white rectangle containing the text 'CREATE DISKETTE' and a label 'USPS Job Number:' followed by a text input field. Below the central box, a message reads 'Press <Enter> to continue.' At the bottom of the window, there are two keyboard shortcuts: 'Esc:EXIT' and 'F5:LIST'.

Figure 8.2—The Create Diskette Screen

4. Press **<Enter>** to continue. The Drive Selection Screen appears (Figure 8.3).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
------------	---	--------------

Create Diskettes  
To Which Drive?

A:  
B:

Press <Enter> to continue.

Esc:EXIT	F5:LIST
----------	---------

Figure 8.3—The Drive Selection Screen

5. Select the drive to which the postage statements will be exported using the <Up> and <Dn> arrows to highlight either the **A:** or **B:** drive and press <Enter>.

The Insert Diskette Screen appears (see Figure 8.4 on the next page).

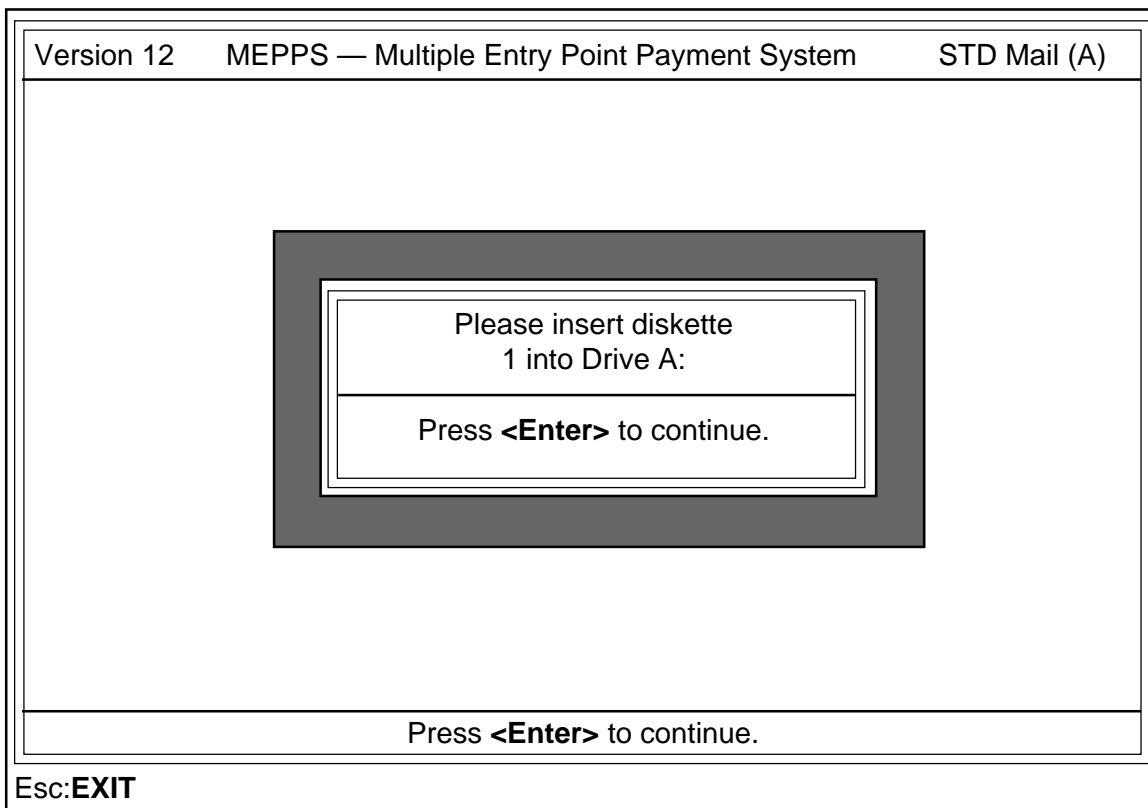


Figure 8.4—The Insert Diskette Screen

If your disk is not formatted, it will automatically format at this time. If your diskette has been used previously and contains files, a screen confirming that you want to delete the files will be displayed (see Figure 8.5).

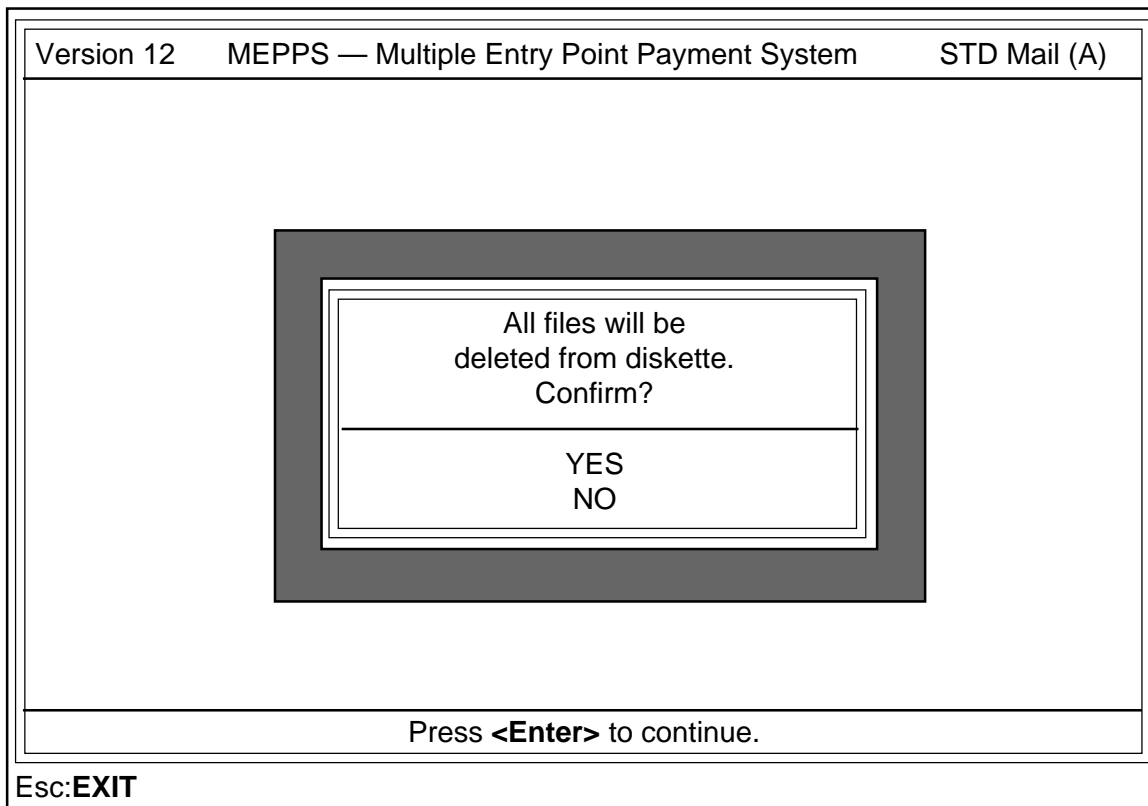


Figure 8.5—File Deletion Prompt

Select either **YES** or **NO**. If you select **YES**, all files are deleted from the diskette. If you select **NO**, you are prompted to insert another diskette into the selected drive.

- When processing is completed Export Completed Screen appears (see Figure 8.6). Press the <**Spacebar**> to continue.

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div><div><div><div>EXPORT STATUS</div><div>USPS Job Number: USPS0001</div><div>Diskettes Processed: 1 of 1</div><div>Statements Processed: 1</div><div>Errors Encountered: 0</div><div>Warnings Encountered: 0</div></div></div></div>		
Export completed. Press < <b>Space Bar</b> > to continue.		
Esc:EXIT		

Figure 8.6—The Export Completed Screen

The mailer's version of MEPPS software allows the user to write multiple job files on single or multiple diskettes during an export cycle. As each job file is processed, the system displays a status window informing the user whether the job file was exported successfully or if it failed to export. The system allows the user to export to that diskette as many job files as the diskette can hold (see Figure 8.7 on the next page). For each job file that fails the export process, an Export Problem Report is printed.

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"><div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"><p>Job No. 121395R1 Exported No. of Job(s) Exported    1 Export Another Job?</p><hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/><p style="text-align: center;">YES NO</p></div></div>		
To make selection, position the bar and press <Enter>		
Esc:EXIT		

Figure 8.7—The Export Job/Create Diskette Function Screen

If you wish to attempt to export another job to diskette, the <Up> and <Dn> arrows to highlight **Yes** and press <Enter>. To return to the MEPPS Menu, highlight <No> and press <Enter>.

## Labeling Diskettes

Place a label containing the following information on each diskette:

- Mailer Name
- USPS Job Number
- Date
- Time
- Diskette Number (e.g. 1 of 3, 2 of 3, 3 of 3)



## Job Default Menu

This option enables mailers to create, modify, and delete a default of the first two pages of the MEPPS Statement of Postage when entering a new job with an existing permit number.

To use the Job Default Menu option,

1. Return to the MEPPS Menu.
2. Use the <Up> and <Dn> arrows to highlight **JD—Job Default Menu** and press <Enter> (Figure 9.1).

Version 12      MEPPS — Multiple Entry Point Payment System      STD Mail (A)

**MEPPS Menu**

EN	Enter Postage Statement(s)
AD	Add Postage Statement(s)
MO	Modify Postage Statement
RM	Remove Postage Statement
PR	Print Menu
CD	Create Diskette
JD	Job Default Menu
UM	Utility Menu
EX	Exit MEPPS

JD      Selection

Press <Enter> to continue.

Esc:EXIT

Figure 9.1—The MEPPS Menu Screen

The Job Default Screen appears (see Figure 9.2 on the next page).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)												
<div style="border: 2px solid black; margin: 0 auto; padding: 10px; width: 80%;"> <div style="border: 1px solid black; margin: 0 auto; padding: 5px; width: 90%;"> <div style="border: 1px solid black; margin: 0 auto; padding: 5px; width: 80%;"> <div style="border: 1px solid black; margin: 0 auto; padding: 5px; width: 70%;"> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">Job Default</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">CR</td> <td style="width: 5%; border-left: 1px solid black; border-right: 1px solid black;"></td> <td style="padding-left: 5px;">Create Default</td> </tr> <tr> <td style="text-align: center;">MD</td> <td style="border-left: 1px solid black; border-right: 1px solid black;"></td> <td style="padding-left: 5px;">Modify Default</td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="border-left: 1px solid black; border-right: 1px solid black;"></td> <td style="padding-left: 5px;">Delete Default</td> </tr> <tr> <td style="text-align: center;">CR</td> <td style="border-left: 1px solid black; border-right: 1px solid black;"></td> <td style="padding-left: 5px;">Selection</td> </tr> </table> </div> </div> </div> </div>			CR		Create Default	MD		Modify Default	DD		Delete Default	CR		Selection
CR		Create Default												
MD		Modify Default												
DD		Delete Default												
CR		Selection												

 To make selection, position the bar and press **<Enter>**.
 

Figure 9.2—The Job Default Screen

From the Job Default Menu, you have three options: Create, Modify, and Delete Default. These options are discussed on the following pages.

### Create Default

From the Job Default menu,

1. Use the **<Up>** and **<Dn>** arrows to highlight **CR—Create Default** and press **<Enter>**.

Page 1 of 6 of the MEPPS Statement of Postage appears (see Figure 9.3).

MEPPS — Statement of Postage		1 of 6 PS Form 3602
Form Type (Select only one – Type <X> to select) Statement of Postage with Permit Imprints – Regular Rates (3602–R) Statement of Postage with Permit Imprints – Nonprofit Rates (3602–N) Statement of Additional Postage – Regular Rates (3602–PR) Statement of Additional Postage – Nonprofit Rates (3602–PN)		
USPS Job Number		
Job Description		
Post Office of Mailing		
Permit Number		
Permit Holders Name & Address (Include ZIP Code)		
Press <PgDn> for next page.		
Esc:EXIT	F6:DEFAULT	F8:SAVE

Figure 9.3—The Statement of Postage Screen (1 of 6)

- Enter the “form type” permit information for page 1. Press <PgDn> to display page 2. The Statement of Postage (2 of 6) appears (see Figure 9.4).

MEPPS — Statement of Postage		2 of 6 PS Form 3602
Permit Holders Telephone Number		
Name & Address of Individual or Organization for which Mailing is Prepared		
Name & Address of Mailing Agent (if other than permit holder)		
Processing Category (DMM C050/C820) (Select only one — Type <X> to select) Letters Flats Irregular Parcels Outside Parcels Machinable Parcels		
Press <PgDn> for next page or <PgUp> for previous page.		
Esc:EXIT	F6:DEFAULT	F8:SAVE

Figure 9.4—The Statement of Postage Screen (2 of 6)

## Section 9

Enter the remaining postage statement information and press <F8> to save the job default. The Job Default menu reappears.

### Modify Default

At the Job Default menu,

1. Use the <Up> and <Dn> arrows to highlight **MD—Modify Default** and press <Enter> (see Figure 9.5).

Version 12    MEPPS — Multiple Entry Point Payment System    STD Mail (A)

Job Default	
CR	Create Default
MD	Modify Default
DD	Delete Default
MD	Selection

Press <Enter> to continue.

Esc:EXIT

Figure 9.5—The Job Default Screen

The Modify Default Screen appears (see Figure 9.6).

Version 12      MEPPS — Multiple Entry Point Payment System      STD Mail (A)

**MODIFY DEFAULT**

Permit Number:

Press <Enter> to continue.

Esc:EXIT

Figure 9.6—Modify Default Screen

2. Enter the permit number in the Permit Number field and press <Enter>.  
If you do not know the permit number, press <F5> to display a list of all active permit numbers. Use the <Up> and <Dn> arrows to highlight an active permit number and press <Enter>. The selected permit number appears.
3. Press <Enter> to continue. Make any necessary modifications and press <F8> to save. The Job Default menu reappears.

### Delete Default

At the Job Default menu,

1. Use the <Up> and <Dn> arrows to highlight **DD—Delete Default** and press <Enter> (see Figure 9.7 on the next page).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)											
<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"><div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 90%;"><div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 95%;"><div style="text-align: center; border-bottom: 1px solid black; padding: 5px 0;">Job Default</div><table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 10%; text-align: right; padding-right: 10px;">CR</td><td>Create Default</td></tr><tr><td style="text-align: right; padding-right: 10px;">MD</td><td>Modify Default</td></tr><tr><td style="text-align: right; padding-right: 10px;">DD</td><td style="background-color: #e0e0e0;">Delete Default</td></tr><tr><td colspan="2" style="padding-top: 10px;"><div style="display: flex; align-items: center;"><div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">DD</div>Selection</div></td></tr></table></div></div></div> <tr><td colspan="3" style="text-align: center; padding: 10px;">Press <b>&lt;Enter&gt;</b> to continue.</td></tr>			CR	Create Default	MD	Modify Default	DD	Delete Default	<div style="display: flex; align-items: center;"><div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">DD</div>Selection</div>		Press <b>&lt;Enter&gt;</b> to continue.		
CR	Create Default												
MD	Modify Default												
DD	Delete Default												
<div style="display: flex; align-items: center;"><div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">DD</div>Selection</div>													
Press <b>&lt;Enter&gt;</b> to continue.													

Esc:EXIT

Figure 9.7—The Job Default Menu Screen

The Delete Default Screen appears (Figure 9.8).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)			
<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"><div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 90%;"><div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 95%;"><div style="text-align: center; border-bottom: 1px solid black; padding: 5px 0;">DELETE DEFAULT</div><div style="padding: 5px 0;">Permit Number:</div></div></div></div> <tr><td colspan="3" style="text-align: center; padding: 10px;">Press <b>&lt;Enter&gt;</b> to continue.</td></tr>			Press <b>&lt;Enter&gt;</b> to continue.		
Press <b>&lt;Enter&gt;</b> to continue.					

Esc:EXIT

Figure 9.8—The Delete Default Screen

2. Enter the permit number in the Permit Number field and press **<Enter>**.

If you do not know the permit number, press **<F5>** to display a list of all active permit numbers. Use the **<Up>** and **<Dn>** arrows to highlight an active permit number and press **<Enter>**. The selected permit number appears.

3. Press **<Enter>** to continue. A message appears in the red status bar confirming the deletion. Press the **<Spacebar>** to continue.

## Utility Menu

The Utility Menu option allows you to modify job data and select a printer.

To use the Utility Menu option,

1. Return to the MEPPS Menu.
2. Use the <up> and <down> arrows to highlight **UM—Utility Menu** and press <Enter> (see Figure 10.1).

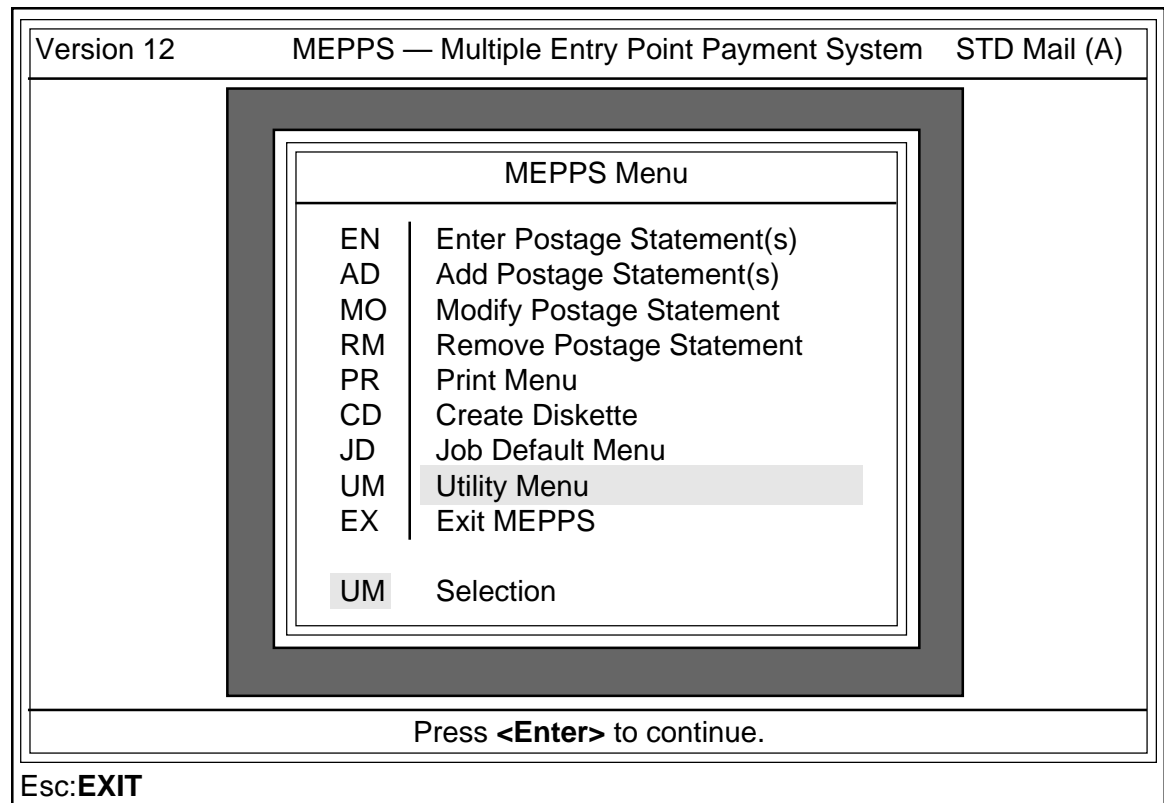


Figure 10.1—The MEPPS Menu Screen

The Utility Menu Screen appears (see Figure 10.2 on the next page).



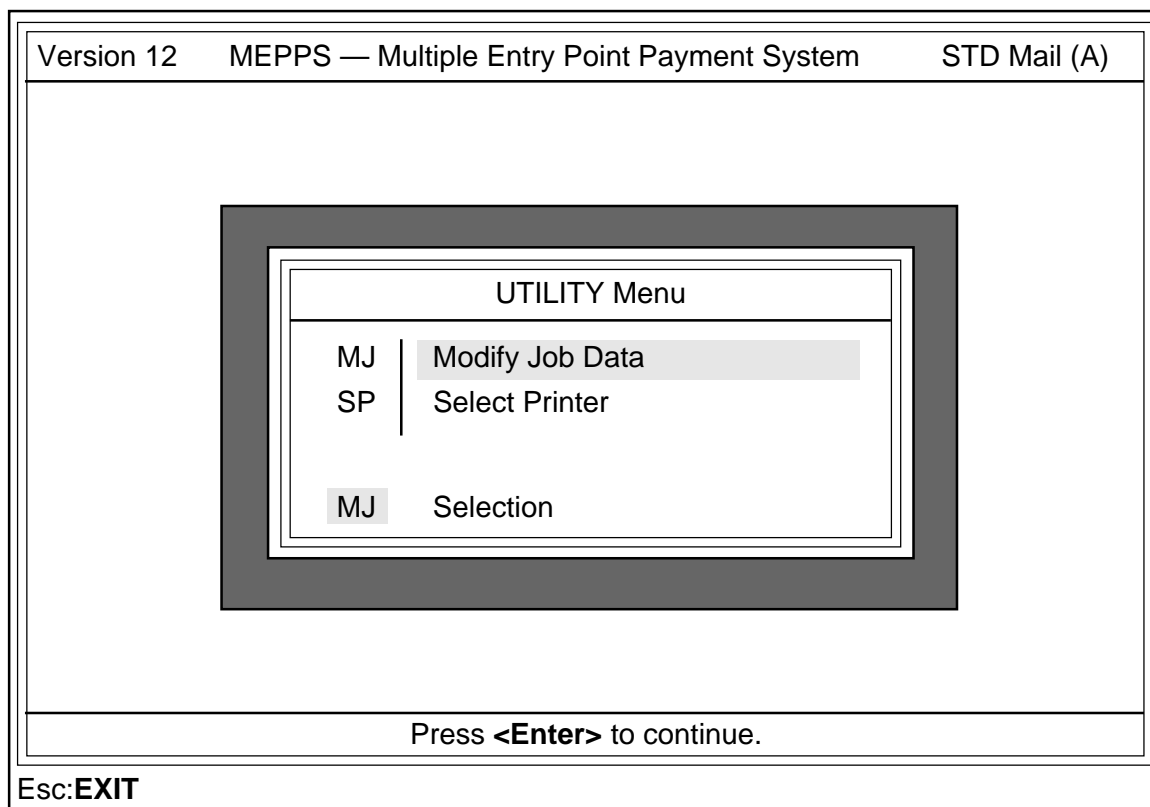


Figure 10.2—The Utility Menu Screen

## Modify Job Data

The Modify Job Data option allows mailers to change specific data on the first two pages of the MEPPS Statement of Postage; however, the Form Type, Job Number, and Processing Category cannot be modified, and changing these fields will invalidate the entire job.

To modify job data,

1. Use the <Up> and <Dn> arrows to highlight **MJ—Modify Job Data** and press <Enter>. The Modify Job Data screen appears (see Figure 10.3).

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)
------------	---	--------------

**MODIFY JOB DATA**

USPS Job Number:

Press **<Enter>** to continue.

**Esc:EXIT**

Figure 10.3—Modify Job Data Screen

2. Enter the job number and press **<Enter>** to begin modification.

If you do not know the job number, press **<F5>** to display a list of all active jobs. Use the **<Up>** and **<Dn>** arrows to select an active job number and press **<Enter>**. The selected job number appears.

3. Press **<Enter>** to begin modification. Once you make modifications, press **<F8>** to save.

### Select Printer

The Select Printer option allows mailers to choose from several different types of printers. However, MEPPS was developed for use with Epson FX 9-pin compatible printers only. Therefore, problems may arise when trying to configure printers other than the Epson FX 850/1050 for use with MEPPS. Epson FX compatible printers are highly recommended.

To use the Select Printer option,

1. Return to the Utility Menu.
2. Use the <Up> and <Dn> arrows to highlight **SP—Select Printer** and press <Enter> (see Figure 10.4).

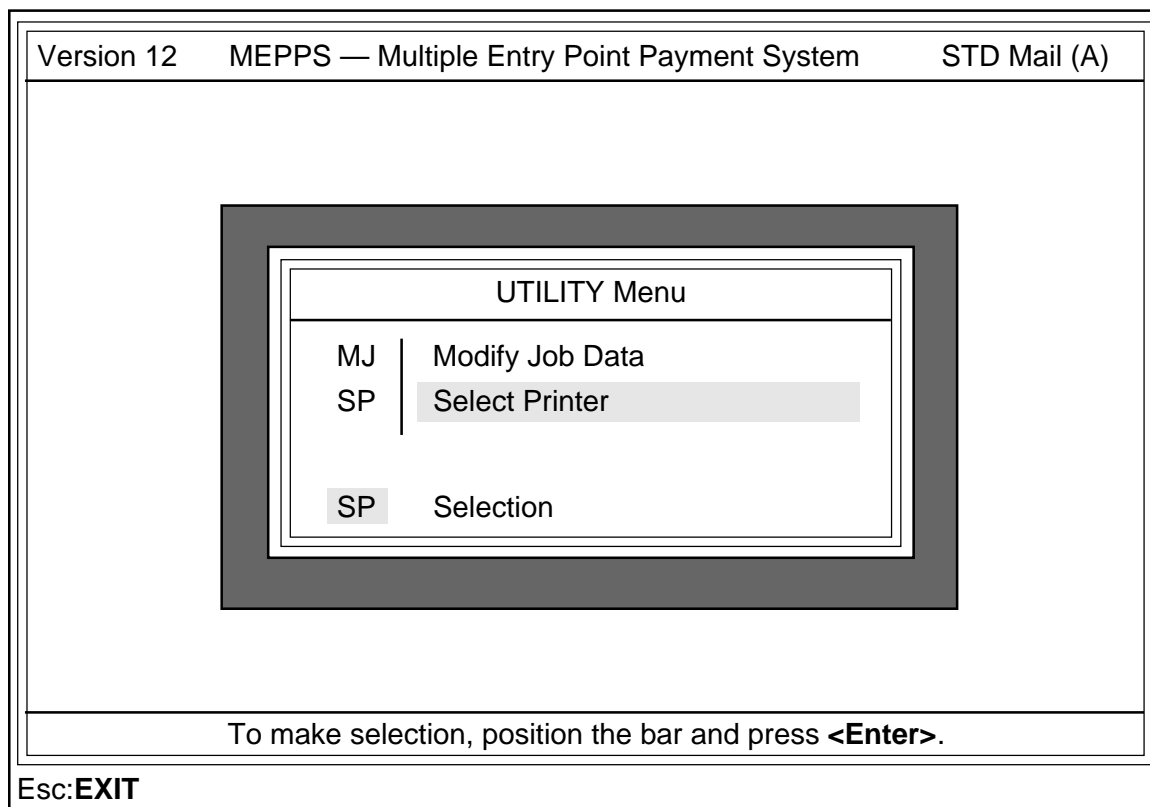


Figure 10.4—The Utility Menu Screen

The Defined Printer Drivers screen appears (Figure 10.5).

3. Use the <Up> and <Dn> arrows to select the desired printer and press <Enter>. The word “Default” appears to the right of the printer selected.
4. Press <Esc> to return to the MEPPS Menu.

Version 12	MEPPS — Multiple Entry Point Payment System	STD Mail (A)		
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 90%;"> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 70%;"> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">Defined Printer Drivers</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; vertical-align: top; border-right: 1px solid black; padding: 5px;"> <div style="border-left: 1px solid black; border-right: 1px solid black; height: 15px; margin-bottom: 5px;"></div> _Special  Epson EPL-7000  Epson FX-850/1050  Hewlett Packard LaserJet  IBM LaserPrinter  IBM Proprinter (Telex 201/1201)  Kyocera Laser Printer (F-800T/F-800A)  Panasonic KX-P1080 </td> <td style="width: 30%; vertical-align: top; padding: 5px;"> Default </td> </tr> </table> </div> </div> </div> </div>			<div style="border-left: 1px solid black; border-right: 1px solid black; height: 15px; margin-bottom: 5px;"></div> _Special Epson EPL-7000 Epson FX-850/1050 Hewlett Packard LaserJet IBM LaserPrinter IBM Proprinter (Telex 201/1201) Kyocera Laser Printer (F-800T/F-800A) Panasonic KX-P1080	Default
<div style="border-left: 1px solid black; border-right: 1px solid black; height: 15px; margin-bottom: 5px;"></div> _Special Epson EPL-7000 Epson FX-850/1050 Hewlett Packard LaserJet IBM LaserPrinter IBM Proprinter (Telex 201/1201) Kyocera Laser Printer (F-800T/F-800A) Panasonic KX-P1080	Default			

To make selection, position the bar and press &lt;Enter&gt;.

Figure 10.5—The Defined Printer Drivers Screen

## Exiting MEPPS to DOS

To exit the system,

1. Return to the MEPPS Menu.
2. Use the <Up> and <Dn> arrows to highlight **EX—Exit MEPPS** and press <Enter> (see Figure 11.1). The system returns to the DOS prompt.

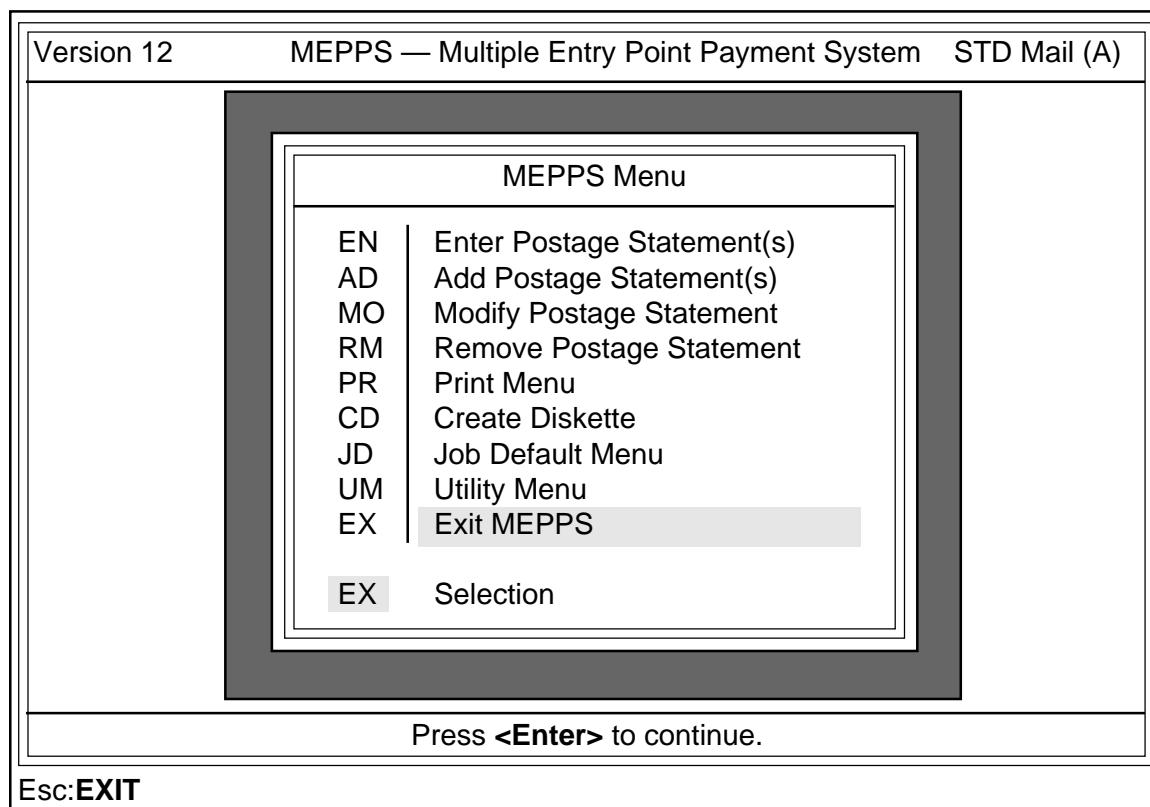


Figure 10.1—The MEPPS Menu Screen

## Appendix A

### Import Problem Report Error Types and Descriptions

Error Type	Description
Addl Pieces Required	Specifying additional postage rate requires specification of additional postage pieces.
Addl Rate/Pieces Present	Additional postage amount cannot be specified when additional postage rate and additional pieces are specified.
Addl Rate Required	Specifying additional postage pieces requires specification of additional rate.
Agent Addr Required	The Mailing Agent's address was not specified.
Agent Addr Too Long	The Mailing Agent's address field must be 40 characters or less.
Agent City Required	The Mailing Agent's city was not specified.
Agent City/ST/ZIP Invalid	The Mailing Agent's city, state, or ZIP is invalid.
Agent City Too Long	The Mailing Agent's city field. Must be 28 characters or less.
Agent Name Required	The Mailing Agent's name was not specified.
Agent Name Too Long	The Mailing Agent's name field. Must be 40 characters or less.
Agent State Required	The Mailing Agent's state was not specified.
Agent State Too Long	The Mailing Agent's state field. Must be 2 characters.
Cannot Create Job File	An error occurred while attempting to create the MEPPS job file.
Cannot Update Job	An error occurred while updating the job file.
Discount Pieces Too Large	The number of discount pieces specified for discount [n]. Must be 8 numeric characters or less.
Incomplete Job Record	The end of the job record was detected before all input fields were accounted for.
Incomplete Statement Information	The end of a job record was detected before all statement information was obtained.

Import Problem Report Error Types, continued.

<b>Error Type</b>	<b>Description</b>
Invalid Additional Amount	The amount specified for additional postage is invalid.
Invalid Additional Pieces	The number of additional postage pieces is invalid.
Invalid Additional Rate	The additional postage rate per piece is invalid.
Invalid CPP	Centralized postage payment is not valid. Valid values include: 0 — no 1 — yes
Invalid Discount Rate	The discount rate for discount [n] is invalid.
Invalid Discount Type	The Discount Type for discount [n] is invalid. Valid values are: a = 5-Digit Letter Pieces A = 5-Digit Letter Pounds b = 3-Digit Letter Pieces B = 3-Digit Letter Pounds c = Basic Letter Pieces C = Basic Letter Pounds d = 3/5 Flat Pieces D = 3/5 Flat Pounds e = Basic Flat Pieces E = Basic Flat Pounds f = 3/5 Letter Pieces F = 3/5 Letter Pounds g = 3/5 Nonletter Pieces G = 3/5 Nonletter Pounds h = Basic Nonletter Pieces H = Basic Nonletter Pounds i = Saturation Letter Pieces I = Saturation Letter Pounds j = Saturation Nonletter Pieces J = Saturation Nonletter Pounds k = High Density Letter Pieces K = High Density Letter Pounds l = Basic Automation Letter Pieces L = Basic Automation Letter Pounds

## Import Problem Report Error Types, continued.

Error Type	Description
Invalid Discount Type	<p>m = High Density Nonletter Pieces  M = High Density Nonletter Pounds  n = Saturation ECR Pieces  N = Saturation ECR Pounds  o = High Density ECR Pieces  O = High Density ECR Pounds  p = Basic Flat Pounds  P = Basic ECR Pounds  q = 3/5 Automation Pieces  Q = 3/5 Automation Pounds  r = 3/5 Nonautomation Pieces  R = 3/5 Nonautomation Pounds</p>
Invalid Drop Ship Location	<p>The Drop Ship location is invalid. Valid values are</p> <p>a—Orig. None  b—Dest. DDU  c—Dest. SCF  d—Dest. BMC  e—Orig. None and Dest. DDU  f—Orig. None and Dest. SCF  g—Orig. None and Dest. BMC/ASF  h—Orig. None with Dest. SCF and DDU  i—Orig. None with Dest. BMC/ASF and Dest. DDU ZIP  j—Orig. None with BMC/ASF and Dest. SCF  k—Orig. None with BMC/ASF, Dest. SCF and Dest. DDU  l—Dest. SCF and Dest. DDU  m—Dest. BMC/ASF and Dest. DDU  n—Dest. BMC/ASF and Dest. SCF and DDU  o—Dest. BMC/ASF and Dest. SCF</p>
Invalid Drop Ship ZIP	<p>The Drop Ship ZIP Code is invalid. Contents are 3- or 5-digit ZIP Code depending on drop ship location.</p>
Invalid Entered At	<p>The Invalid Entered At field is invalid. Valid values are</p> <p>0 —no  1 — yes</p>



## Import Problem Report Error Types, continued.

<b>Error Type</b>	<b>Description</b>
Invalid Form Type	An invalid form type was given. Valid types are 1—PS 3602—R 2—PS 3602—N 3—PS 3602—PR (Regular) 4—PS 3602—PN (Nonprofit)
Invalid Job Not Imported	Errors during import resulted in the job not being saved.
Invalid Job Number	An invalid job number was specified. Contents are alphanumeric or one of the following characters: ~ ! @ # \$ % ^ & ( ) _ - ' { }.
Invalid Postage Statements	The number of postage statements. Contents are numeric. Must be greater than zero.
Invalid No. of Discount Pieces	The number of discount pieces for discount [n] is invalid.
Invalid No. of Discounts	The number of specifying discount types present is invalid. Must be 1–20, depending on the piece type, piece weight and entry discount type. Currently, a maximum of 14 discount types are used.
Invalid No. of Diskettes Assuming Only 1 Diskette	The number of diskettes must be greater than 0 and less than 100. Contents are numeric.
Invalid No. of Other	The number in the Other field. Contents are numeric. Must be 6 numeric characters or less.
Invalid No. of Pallets	The number of pallets. Contents are numeric. Must be 6 characters or less.
Invalid No. of Pieces	The number of pieces in the mailing. Must be eighth numeric characters or less and must be greater than or equal to 200.
Invalid No. of Sacks	The number of sacks. Contents are numeric. Must be 6 characters or less.
Invalid No. of Trays	The number of trays. Contents are numeric. Must be 6 characters or less.
Invalid Permit Number	An invalid permit number specified. Permit numbers must be 7 numeric characters or less.
Invalid Piece Weight	The contents must be a fixed decimal number greater than 0 and less than 1.

Import Problem Report Error Types, continued.

<b>Error Type</b>	<b>Description</b>
Invalid Processing Category	The Processing Category is invalid. Valid values are 1—letter 2—flats 3—irregular parcels 4—outside parcels 5—machinable parcels
Invalid Sacking	The sacking type is invalid. Valid types are 0—none 1—125 pieces 2—15 pounds 3—both type 1 and 2
Invalid Sequence Number	The Postage Statement Sequence Number. Contents are numeric. Must be eight characters or less. Must be greater than zero. Multiple statements must be sequential.
Invalid Version	The version of the supported file layout is invalid.
Invalid Weight of Mailing	The specified weight of the mailing is invalid.
Job Already Exists	A job with this number already exists.
Job Will Not be Imported	
Job Description Too Long	The job description field is too long. Must be 20 characters or less.
Job Exists, Statement Imported	Imported job already exists and will not be added; however, statement will be imported.
Job Number Too Large	The USPS Job Number field. Must be eight characters or less.
Mailing Addr Required	The mailer's address was not specified.
Mailing Addr Too Long	The mailer's address field. Must be 40 characters or less.
Mailing City/ST/ZIP Invalid	The mailer's city, state, or ZIP Code is invalid.
Mailing City Too Long	The mailer's City field. Must be 28 characters or less.
Mailing City Required	The mailer's city was not specified.
Mailing Name Required	The mailer's name was not specified.
Mailing Name Too Long	The Mailer's name field. Must be 40 characters or less.

## Appendix

Import Problem Report Error Types, continued.

Error Type	Description
Mailing State Required	The mailer's state was not specified. Must be two characters.
Mailing State Too Long	The Mailer's State field. Must be two characters.
Name of Software Required	The name of software creating import diskettes was not given.
No. of Other Too Large	The number in the Other field. Must be six numeric characters or less.
No. of Pallets Too Large	The number of pallets. Must be six numeric characters or less.
No. of Pieces Too Large	The number of pieces in the mailing. Must be 6 numeric characters or less and must be greater than or equal to 200.
No. of Sacks Too Large	The number of sacks. Must be 6 numeric characters or less.
No. of Trays Too Large	The number of trays. Must be 6 numeric characters or less.
One of Sacks, Trays, Pallets, or Other Required	At least one of the sacks, trays, pallets, or other fields must be non-zero.
Pieces must be $\geq 200$ or weight $\geq 50$ pounds	Number of pieces in mailing must be greater than or equal to 200 or the weight of mailing must be at least 50 pounds.
CPP mailings are not allowed	Centralized Postage Payment mailings are not allowed when processing Plant Loaded At or Plant Verified Drop Shipment to mailings.
DMM mailings are not allowed	DMM 144.8 Drop Shipment To mailings are not allowed when processing Plant Loaded At or Plant Verified Drop Shipment to mailings.
Verified Plant Drop not required	Based on the drop shipment location, a value other than zero was entered in the Plant Verified Drop Shipment field.
Plant Loaded not	Based on the drop shipment location, a value other than zero was entered in the Plant Loaded At field.
Entered At mailings are	Entered at mailings are not allowed when processing Plant Loaded At or Plant Verified Drop Shipment to mailings.

## Appendix B

### Fixed-Length Record Conversion Problem Report

Error Type	Description
None pieces must be > 0 and < 49% of total pieces	When multiple entry is selected, the orig. none pieces must be greater than zero and less than 49% of the total pieces in mailing.
None pieces exceeds 49% of total pieces	When multiple entry is selected, the orig. none pieces must not exceed 49% of the total pieces in mailing.
Pieces must be >= 200 or weight>= 50 pounds	Number of pieces in mailing must be greater than or equal to 200 or the weight of mailing must be at least 50 pounds.
Verified Plant Drop not required	Based on the drop shipment location, a value other than zero was entered in the Plant Verified Drop Shipment field.
Invalid Plant Loaded not required	Based on the drop shipment location, a value other than zero was entered in the Plant Loaded At Field.
Plant Drop Ship with none only, not allowed	When Plant Verified Drop Shipment with originating None is selected, a destinating entry (i.e., BMC or SCF or DDU) must also be selected.
Destination pieces must be > 0	When multiple entry is selected, the destination entry pieces must be greater than zero.
End of single entry: No. of pieces incorrect	A single entry statement was specified, but the number of pieces counted does not equal the number of pieces in mailing.
CPP mailings are not allowed in Job Category 1	The job was assigned the Job Category 1 indicator based on the first statement. Centralized Postage Payment is not included in Job Category 1.
DMM 144.8 mailings are not allowed in Job Category 1	The job was assigned the Job Category 1 indicator based on the Category 1 first statement. DMM 144.8 Drop Shipment To is not included in Job Category 1.

## Appendix

Fixed Length Record Conversion Problem Error Types, continued.

Error Type	Description
Invalid Drop Shipment	The job was assigned the job location for Job Category 2 indicator based on the Category 2 first statement. A drop shipment location other than one was entered in the Drop Shipment Location field.
Entered At mailings are not allowed in Job Category 1.	The job was assigned the Job Category 1 indicator based on the Category 1 first statement. Entered At is not included in Job Category 1.
Plant Loaded At mailings are not allowed in Job Category 2	The job was assigned the Job Category 2 indicator based on the first statement. Plant Loaded At is not included in Job Category 2.
Verified Plant Drop mailings are not allowed in Job Category 2	The job was assigned the Job Category 2 indicator based on the first statement. Plant Verified Drop Shipment To is not included in Job Category 2.
DMM 144.8 not required for this form and the Form Type selected is not 3 or 4.	A value of "1" was entered in the DMM 144.8 Drop Shipment field.
Must select one of CPP or DMM or Entered At	The job was assigned the Job Category 2 indicator. For the current statement, either the Centralized Postage Payment, DMM 144.8 Drop Shipment, or Entered At field must be non-zero.
Invalid CPP, Job Category 1	The job was assigned the Job Category 1 indicator based on the first statement. A value other than zero was entered in the Centralized Postage Payment field.
Invalid DMM 144.8, Job Category 1	The job was assigned the Job Category 1 indicator based on the first statement. A value other than zero was entered in the DMM 144.8 Drop Shipment To field.
Invalid Entered At, Job Category 1	The job was assigned the Job Category 1 indicator based on the first statement. A value other than zero was entered in the Entered At field.

Fixed Length Record Conversion Problem Error Types, continued

<b>Error</b>	<b>Description</b>
Invalid Plant Load Job Category 2	The job was assigned the Job Category 2 indicator based on the first statement. A value other than zero was entered in the Plant Loaded At field.
Verified Plant Drop, Job Category 2	The job was assigned the Job Category 2 indicator based on the first statement. A value other than zero was entered in the Plant Verified Drop Shipment To field.
DMM 144.8 Drop Ship not required	The job was assigned the Job Category 2 indicator based on the first statement. Either Entered At or Centralized Postage Payment was selected. Therefore, the DMM 144.8 Drop Shipment To field must be zero.
Entered At not required	The job was assigned the Job Category 2 indicator based on the first statement. Either DMM 144.8 Drop Shipment to or Centralized Postage Payment was selected. Therefore, the Entered At field must be zero.
CPP not required	The job was assigned the Job Category 2 indicator based on the first statement. Either DMM 144.8 Drop Shipment To or Entered At was selected. Therefore, the Centralized Postage Payment field must be zero.
Permit Address Required	The permit holder's address was not specified.
Permit Address Too Long	The permit holder's Address field. Must be 40 characters or less.
Permit City Required	The permit holder's city was not specified.
Permit City, ST, or ZIP Invalid	The permit holder's city, state, or ZIP is invalid.
Permit City Too Long	The permit holder's City field. Must be 28 characters or less.
Permit Name Required	The permit holder's name was not specified.
Permit Name Too Long	The permit holder's Name field. Must be 40 characters or less.
Permit Number Too Large	The permit number is too large. Must be seven characters or less.

## Fixed Length Record Conversion Problem Report Error Types, continued.

<b>Error Type</b>	<b>Description</b>
Average NIPW is $\leq 0$ or $\geq 1$ Pound	Average non-identical piece weight is either less than or equal to zero or greater than or equal to one pound.
Average NIPW Exceeds Part B Weight Limit	Average non-identical piece weight exceeds the piece weight limit allowable in Part B.
Average NIPW Exceeds Part C Weight Limit	Average non-identical piece weight exceeds the piece weight limit allowable in Part C.
Average NIPW Exceeds Part D Weight Limit	Average non-identical piece weight exceeds the piece weight limit allowable in Part D.
Average [Discount Type] Lbs, Not Within Part D	Average discount type pounds for non-identical weight limit pieces is either less than Part D piece weight limit or greater than one pound.
Carrier Route Pieces Must Be 200 or More	Discount type carrier route pieces must be equal to or greater than 200. Must be 40 characters or less.